

TIMELINE: TO HELP YOU PLAN AND ORGANIZE YOUR NATUREBRIDGE CONFERENCE OR EVENT

<u>Important Forms or Meetings</u>	<u>Date Due to NatureBridge</u>	<u>Location</u>
Contract / Deposit	2 weeks after receipt	National Office, San Francisco
Meeting with Program Team to answer early planning questions	After deposit / contract are received	Phone call with Program Team
Remaining balance	30 days prior to the program	National Office, San Francisco
Proof of Insurance	15 - 30 days prior to the program	Olympic National Park campus
Any dietary restrictions	2 – 3 weeks prior to the program	Olympic National Park campus
Meeting with Program Team to finalize your schedule	2 – 3 weeks prior to the program	Phone call with Program Team
Meeting with Campus Host (orientation, welcome)	Upon arrival	Olympic National Park campus
Meeting with Conference Attendees (orientation, welcome - led by NatureBridge staff)	Sometime during the first day	Olympic National Park campus



BE SURE TO LOOK OVER THE FREQUENTLY ASKED QUESTIONS DOCUMENTS FOR ORGANIZERS AND FOR PARTICIPANTS AVAILABLE ON OUR WEBSITE. COMPILER A LIST OF ADDITIONAL QUESTIONS FOR YOUR INITIAL MEETING WITH THE PROGRAM TEAM TO KICK OFF YOUR PLANNING



FOUR - SIX WEEKS BEFORE YOUR CONFERENCE OR EVENT BE SURE TO CONNECT WITH THE PROGRAM TEAM AGAIN TO ADDRESS ANY ADDITIONAL QUESTIONS. AT THIS TIME, WE WILL FINALIZE YOUR SCHEDULE, PROVIDE YOU WITH THE NAMES OF CABINS ASSIGNED TO YOUR GROUP (WE RESERVE THE RIGHT TO MAKE LAST MINUTE ADJUSTMENTS) AND ANSWER ANY ADDITIONAL QUESTIONS.