



Timeline of Key Planning and Reservation Events

Key Event	Due Date	Location
Conversation with Outreach and Enrollment staff	Upon initial inquiry and discussions leading to the group's reservation.	Email or phone
Contract and Deposit (payment via check only)	Within seven business days of the date on which the contract was mailed to the group, or as otherwise specified in the Invoice.	Mail to NatureBridge National Office: NatureBridge attn: Kathy McGonigle 28 Geary St., Suite 650 San Francisco, CA 94108
Balance Payment (payment via check only)	30 days prior to program start	Mail to NatureBridge National Office: NatureBridge attn: Kathy McGonigle 28 Geary St., Suite 650 San Francisco, CA 94108
Proof of Insurance	30 days prior to program start	Mail to NatureBridge National Office: NatureBridge attn: Kathy McGonigle 28 Geary St., Suite 650 San Francisco, CA 94108
Dietary Restrictions	30 days prior to program start	Email olympicplanning@naturebridge.org
Conversation with NatureBridge Operations Manager to review logistics	30 days prior to start	Phone
Meeting with NatureBridge Campus Host (Welcome and Orientation)	Upon arrival	NatureBridge Olympic 111 Barnes Point Road Port Angeles, WA 98363
Meeting with Attendees (Welcome led by NatureBridge)	During the first meal.	NatureBridge Olympic 111 Barnes Point Road Port Angeles, WA 98363

Please review the Organizer and Participant Information documents available on our website. Compile a list of any questions for your meeting with our Operations Manager. Approximately 30 days before your event, our Operations Manager will reach out to connect and finalize the specifics of your program, including a lodging discussion.