



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 1033 Fort Cronkhite Sausalito, CA 94965 |
| Balance Payment (payment via check only) | 30 days prior to program start | Mail to NatureBridge National Office: NatureBridge attn: Kathy McGonigle 1033 Fort Cronkhite Sausalito, CA 94965 |
| Proof of Insurance | 30 days prior to program start | Mail to NatureBridge National Office: NatureBridge attn: Kathy McGonigle 1033 Fort Cronkhite Sausalito, CA 94965 |
| 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.