









PROGRAM CHECKLIST

PROGRAM DATE _____

DUE	TASK	DESCRIPTION	DONE	
	Community Group Information Web page	<u>Read it carefully.</u> We update it yearly to provide you better service. Available on our website. Click - Community Programs - Information	[]	
_____	Transportation	<u>Confirm your day and time with your transportation office/company before mailing your booking contract.</u> Our physical address is: Hemlock Overlook 13220 Yates Ford Road, Clifton, VA. Remember COACH buses are NOT permitted in the park.	[]	
_____	Booking Contract	<u>Within (five) 5 days,</u> sign and return by fax to Hemlock Overlook.	[]	
_____	Facility Use Agreement	<u>Within (five) 5 days,</u> sign and return by fax to Hemlock Overlook.	[]	
_____	Booking Fee	<u>Due two (2) weeks after the date printed on the bottom of your contract.</u> Mail it with the initial invoice to the George Mason University Cash Office, MS 2E1, 4400 University Drive, Fairfax, VA 22030- 4444.	[]	
_____	HEMLOCK OVERLOOK Medical/Liability Release Form	Make a copy of this two-sided form (available on our website) for every participant and chaperone. Minors must have this signed by a parent or guardian. Without a form, we will deny participation.	[]	
_____	Confirm Numbers	<u>Fax six (6) weeks before your program,</u> a completed Group Information Sheet to confirm your final number of participants. If this form is not returned, your bill will reflect the participants shown on your initial invoice.	[]	
_____	Final Payment	<u>Final Payment is due one (1) week before your program</u> in the George Mason University Cash Office, MS 2E1, 4400 University Drive, Fairfax, VA 22030-4444. Include your final invoice with the payment and indicate your HO /Invoice number on the check. Phone: 703.993.4313 Fax: 703.266.7781	[]	