

# GUEST PACKING LIST & TIPS

## Personal Packing checklist

- Warm sleeping bag/Pillow\*
- Bath towel\*/Sunscreen/Insect Repellent
- Clothes appropriate for the length stay
- Toiletries
- Sturdy shoes or boots for hiking
- Sturdy shoes for sand & water activities
- Warm jacket
- Flashlight/Headlamp
- Water bottle
- Rain gear
- Playing cards/travel games
- Medications
- \*Linen package available for rent includes sheets, blanket, pillow and bath towel (please arrange in advance for large quantities)

## Group Leader checklist

- Confirm number of attendees and send a guest manifest with emergency contact information to the Guest Coordinator
- Confirm arrival, departure, meals, spaces being used and any other needs one week before event with Westwind Staff
- Send name and copy of credentials of designated person with First Aid and CPR current certification to Guest Coordinator
- Confirm use of any special equipment needs (some may have a fee): projector, speakers, microphones, chalkboard, dry erase board, kayaks, canoe
- Recruit luggage crew to load and unload luggage
- Designated person with Oregon Food Handlers Certificate (if using either McIver or Wilson Kitchens and doing own food): post copy of certificate in kitchen
- Child supervision of at least one adult for every 10 children in residence

## Confirm any program service requests:

- Guided hike (fee)
- Guided kayak/canoe trip (fee)
- Low ropes challenge course (fee)
- Lifeguard for waterfront activities (fee)
- Sand Bar full service coffee shop with barista (fee)
- Dishwasher crew (fee)
- Archery (fee)

## Packing Tips

Pack bags so they are easy to load and carry up steep hills to cabin. Two smaller bags work better than one large heavy bag; wheels don't work on sand; duffel bags are better than suitcases.

Food for group should be brought in sturdy boxes (paper bags disintegrate) and stored in designated areas in kitchen areas of the lodges; do not take food or leave snacks in cabins.