



University of Colorado **Boulder**

Challenge Course

Challenge Course Program Checklist

Thank you for your interest in the CU Challenge Course. The following checklist will help you get ready for your upcoming event. If you have any questions or concerns, please email us at: challenge@colorado.edu.

At least one month prior to your event: (Reserve ASAP for the best chance of your preferred date!)

- ☐ Complete and Return the [Reservation Request Form](#).
 - This document helps us to plan a program specific to your needs and desired outcomes.

Within two weeks of reserving your date:

- ☐ Submit License Agreement (sent to you once we receive your Reservation Request Form)
 - Please fill out page one and sign the bottom of page two.
 - Please note the fee quote on page two. Quotes are based on the estimated number of participants. Actual fee will depend on the confirmed number of participants given one week in advance.

At least one week prior to your event:

- ☐ Distribute the [Orientation](#) document to all participants.
 - This document explains what to wear, expect, and bring with you to the Challenge Course.
 - Remind participants to dress for the weather. This is an outdoor experience. Courses will still occur in the rain and snow. The decision to continue with a course is left up to the group contact person. Facilitators will only cancel a program if the weather is unsafe.
 - Closed-toed supportive shoes are **required** for participation on the challenge course.
 - Participants should bring their own water bottles and snacks/lunch as needed.
- ☐ If you have a larger group (over 10 participants), please divide into small working groups of about **no more than 10 per group, including any chaperones or group leaders. We require that each small group has a chaperone** for any participants under 18.
- ☐ Provide us with the confirmed list of participants and chaperones.
 - Fill out the provided [Participant List](#) spreadsheet.
 - If any of your participants need to cancel due to health reasons, please encourage them to stay home. You will not be charged for them.
 - If your participant numbers go up, you will be charged the additional per person rate on a final invoice. However, please contact us as soon as possible in this case to ensure that we will have adequate staffing available for your program.
- ☐ Remind everyone to sign the online participant waiver.
 - **All participants and observers/supervisors/chaperones** need to sign the waiver.
 - Minors need a parent or guardian signature.

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- ☐ Make necessary arrangements for transportation to and from the Challenge Course. See our [Directions](#) for location and parking information.
 - Please do not park at the Chancellor's Residence or the St. Andrew's Church parking lots.
 - Permits are required for all campus parking lots.
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Day of your Challenge Course Event:

- ☐ Make sure everyone has closed-toed shoes, clothing appropriate for the weather, and a water bottle.
 - ☐ Make sure everyone has signed their online waiver.
 - ☐ Reach out to the Challenge Course (challenge@colorado.edu) if you are running late, or if you need help with directions.
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Cancellation Policy:

CU Boulder Groups (Student and Staff Groups):

If your group needs to cancel your reservation for any reason, please give us as much notice as you are able. If we need to cancel due to unsafe weather conditions, we will reschedule your program on a date that works for you.

Thank you for bringing your team to the CU Challenge Course. We look forward to working with you and providing an excellent program that builds skill, camaraderie, confidence, and trust amongst the members of your group. If there is any additional information we can provide, please contact us at challenge@colorado.edu or 303-492-1350.

Have a wonderful day!

Mark Belson
Challenge Course Senior Coordinator