Contact Person Checklist

- Make sure the Osprey Challenge Course Reservation form is completed.
- Make copies of the Medical Information form and waiver and hand them out to all participants. Please note that NO ONE will be able to participate on the OCC without these forms and they must be filled out COMPLETELY!!!!
- Contact Osprey Challenge Course staff at the Eco-Adventure office at least five working days prior to the course date to confirm date and number of participants.
- Send out copies of Participants Guide to your group/organization’s all the members participating in the course.
- Bring all complete forms to the challenge course and hand them all to the head facilitator for that day.

Logistical Details for Your Consideration

- Limited parking is available in front of the Eco-Adventure office and it is a PREMIUM LOT ONLY. Daily parking passes are available at parking services for $3. We highly recommend meeting off campus and carpooling. Utilize the directions included on our website.
- Does everyone have a completed and signed copy of the Medical Information form and waiver? Please understand participants cannot participate until they complete these forms.
- If it is a full day Challenge Course, your organization will have a lunch. Is your group bringing its own lunch or being catered? If catered, does the caterer have directions to the Challenge Course and a contact cell phone number who is receiving the order after delivery?
- We will provide water all day long during the Challenge Course, so please feel free to bring refillable water bottles and/or sports drinks.
- Please make sure that your facilitator knows about any medical information and make sure that the participants bring any medications such as inhaler, epi-pen, insulin, etc. to the challenge course.
- Facilitators will not be able to dispense any medication to participants.