

cu@wallaroo - Organiser Checklist

Please ensure you have completed the following
2-3 WEEKS prior to your stay at cu@wallaroo

- Finalise and confirm numbers
- Finalise itinerary – confirm any **tours/visits**
- Confirm transport if required
- Tell guests what to bring – **Guest Checklist**
- Plan sleeping arrangements – **Bed Allocation**
- Pack Balls & Sporting equipment if needed
- Pack DVD/Blu-rays [we have a selection]
- Pack Whiteboard markers etc if needed
- Pack First Aid Kit – nominate First Aid Officer

If cu@wallaroo is providing **Catering**:

- Distribute **Special Dietary Needs** information
- Return **Special Dietary Needs Form**
- Confirm any special considerations for the Menu Plan [Change in meal times, off-site meals]
- Allocated teams of 6 “dishies” for clean-up duties

What happens next?

Final numbers confirmed > Invoice issued

Payment confirmed > Opening & closing instructions issued.

Important:

Please print the Opening & Closing instructions & take them with you [or have them accessible on a phone/device]

They provide comprehensive instructions for using our facilities and you will need to refer to them.