



STEP ONE:

- Login to Tripleseat and review open dates.

STEP TWO:

- [Click here](#) to request CAMP TRIVERA
- [Click here](#) to request CAMP E-KO-WAH

STEP THREE:

- Submit form and wait for a Business Development staff member to confirm your event.
 - This is important because many times, we receive multiple requests for the same date at the same time. Therefore, even though the calendar shows nothing listed, there may have already been a request submitted that has not yet been input into the calendar. We try to have requests on the calendar within 24 hours.

STEP FOUR:

- A link to a contract and event “portal” will be emailed to you once requested date is verified available by a Business Development Staff Member. The contract will have written out rules, policies, and procedures for your event. Please note that your event is **NOT** confirmed until the contract is electronically signed through the portal.
 - The portal will also be used to track discussions about each event and keep it all in one place rather than have multiple different emails going back and forth.

ADDITIONAL NOTES:

- **PLEASE DO NOT SCHEDULE EVENTS/MEETINGS/TOURS/PROMOTIONS WITH ANYONE UNTIL YOU HAVE A CONFIRMED DATE AND TIME WITH A BUSINESS DEVELOPMENT STAFF MEMBER.**
- **The Tripleseat calendar is NOT to be shared with Troops or anyone other than staff members. If you have a Troop Leader, Volunteer or any other outside individual asking about available dates, please forward them on to Liz and Octavia.**
- Only department heads will have a login to Tripleseat to see the calendar, but everyone has access to the online request form.
- Events for over 100 people or overnights must be booked 6 months (or more) in advance. Events 50 – 100 must be booked 3 months (or more) in advance. Events for less than 50 people must be booked within 30 days (or more) in advance.
 - *Note – This is more of a guide to help you book the dates that you prefer, not a rule. As always, the earlier you book, the better! We fill up FAST.
- Dates can be held as “pending” for up to 14 days. After 14 days, the date will be released.
- You are responsible for your own event setup and teardown. Business Development staff is able to help as much as possible. If your setup is extensive, we have laborers for hire on hand and can help you determine if they are needed or not.
- Security guards will be billed to the department holding the event.
- It is not a guarantee that a Business Development staff member will be at every event.
- There will be a physical checklist provided with closing/cleaning procedures for anyone having an event at either camp. This must be signed and dated before leaving after your event.
- Please let us know at least 30 days in advance if you would like to cancel your event.