



LAKE GENEVA
CANOPY TOURS
& OUTDOOR ADVENTURE CENTER

GROUP LEADER CHECKLIST

HOW TO PREPARE FOR YOUR TEAM BUILDING EXPERIENCE

Once you have confirmed your reservation here are a few things you need to do to help to ensure a successful experience.

- DETERMINE YOUR OUTCOME GOALS FOR THE EXPERIENCE**
You'll need to share these with the LGCT Team Building Coordinator. Not sure what outcomes are achievable? Not a problem. We will work with you to develop an experience that fits the physical, emotional and social interests and needs of your group.
- INFORM YOUR GROUP**
Make sure all attendees know that the program they are attending consists of physically active challenges (level of physical challenge is tailored to fit the nature of the group and meet the needs of individual participants) that encourage interpersonal relationship development through problem-solving and goal-setting group initiatives.
- LET YOUR TEAM KNOW ABOUT ADD-ONS**
If you have chosen to include the zip-line tour or high ropes course in your program please let all attendees know.
- MAKE SURE YOUR TEAM HAS SIGNED THEIR WAIVERS**
This must be completed by everyone attending (even if an individual is attending but not participating, i.e. a chaperone, they need to complete a waiver). Waivers can be completed digitally or on paper – just let us know which you prefer.
- TELL YOUR TEAM HOW TO DRESS**
Everyone attending a program should be dressed for being outdoors for several hours. Team building is an active pursuit so clothing should allow for free movement and be appropriate for the weather forecast for the day of your program.

- TELL YOUR TEAM WHAT SHOES TO WEAR**
Closed shoes are a must, please no sandals or other “open” footwear.
- MAKE SURE YOUR TEAM FITS OUR COURSE REQUIREMENTS**
 - WEIGHT**
Individuals participating in the zip-line or high ropes course must be at least 65 pounds and not more than 250 pounds.
 - HEALTH**
Inform us of any health or mobility (etc) concerns. We can accommodate most concerns by adjusting the choice of team building activities included in a program but **we need to know about health restrictions prior to your program** in order to have time to plan.
- LINE UP ADULT CHAPERONES FOR YOUTH GROUPS**
You should plan on having at least one adult chaperone per 12 participants.
- PLAN YOUR MEAL**
If your group will be at LGCT during a mealtime we can help you find a caterer (from box lunches to full meal service). If you plan on bringing your own food please let us know so that we can plan for having you use our picnic area or indoor space.
- RESERVE A MEETING SPACE**
LGCT offers several choices of comfortable indoor meeting spaces. Interested in including some meeting time as a group? Just let us know and we can reserve space for you.

HAVE QUESTIONS?

Please do not hesitate to contact us at 262 248-9271