



SKY RANCH School Programs Booking Process



You're interested in booking a school trip at Sky Ranch!

Use this guide to help answer your questions about our booking process.

- - When your inquiry is received, a Sky Ranch Sales Manager will contact you for the following:
 - Desired trip date and length
 - Number of classes you're planning (specifics will be finalized later)
 - Maximum/minimum guest count (includes students and adults)
- - Your **Sales Manager** will send you an agreement that must be signed and returned, with a required **20% deposit**, within **14 days**. **30 days** prior to your trip, an additional **30% deposit** is required.
- - Upon the receipt of the signed agreement and deposit, your account will transition from the Sales Manager to an Event Coordinator.
- - An Event Coordinator will contact you **3-6 weeks** before your trip to finalize details. This is when specific classes will be chosen and the schedule created to include activities and add-ons.
- - The Event Coordinator will follow up **1-2 weeks** prior to confirm count and plans.
- - Final payment is due before leaving the property on the last day of your event. You'll also have a chance to give feedback and discuss future dates prior to departure.
- - Fill out the **rebooking form** to secure your dates for next year!