

## WINTER 2021-22 GUIDE PROCEDURES

**SCHEDULE:** The [Guide Schedule Webpage](#) is updated regularly, as reservations are confirmed.

- **Andrea: SS 4ppl** This is a confirmed Private Snowshoe Adventure, with 4 people
- **Katherine: GSS** This is a Group Snowshoe Adventure, which you will receive confirmation details for in your Monday and Thursday Guide Texts
- **Nettie** This is a Guide who is available for a trip to be booked, but there is not a confirmed trip yet

**GUIDE + GUEST TEXT:** Detailed information will be sent on Monday and Thursday for the week's upcoming trips in the Guide + Guest texts.

**LAST MINUTE BOOKINGS:** We will confirm your availability with you for trips booked less than 48-hours in advance

**SNACKS:** Assemble snack bag in the Barn. Please restock unopened snacks in the fridge at the end of the day. Make it easy for the next person to assemble their snacks. Put snacks you want for the day in your personal bag.

- One piece of fruit per person (a mix of apples and clementines)
- One snack bar per person (a mix of Kind Bars and fig bars)

**LUNCH:** Follow the procedure outlined at Uncle Dan's Bakery. Give yourself at least 15 minutes to put your lunch together and fill hot water thermoses.

**HOT BEVERAGES:** Each guide will have their own hot drink kit, which you will be responsible for restocking. You will keep and use the same kit all season; restock your hot drink kit at Uncle Dan's Bakery, as needed. Fill hot water thermoses at Uncle Dan's Bakery. Return thermoses and dirty mugs to Uncle Dan's Bakery at the end of the day.

### EVERY TRIP

#### Beginning of Day Procedures:

1. Check gear in the vehicle: clean, organized, and ready for guests to use
  - a. Binoculars & Spotting Scopes
  - b. Snowshoes or Cross Country Skis
  - c. Trekking Poles
  - d. At the end of your day, all gear should be left clean, organized, and ready for the next day.
2. **All Trips:** Assemble snacks at the Barn
3. **All Trips:** Pick-up thermoses and hot beverages at Uncle Dan's Bakery
4. **Full Day Trips:** Pick-up lunch, soup, dishes at Uncle Dan's Bakery

#### End of Day Procedures:

1. Clean and organize all equipment in the vehicle you used
2. Drop-off dirty dishes and thermoses at Uncle Dan's Bakery - FOLLOW CHECKLIST
3. Re-fuel vehicle; Add DEF
4. Return usable snacks and restock in the fridge in the Barn
5. Clean windows inside and out; leave vehicle adventure-ready for the next guide
6. Clean all seats, backs of seats, other surfaces and floor; leave vehicle ready for the next guide
7. Reply to office text
8. Stay hydrated, rested, and ready for fabulous adventures!