
ALPINE LODGE HOSTING QUICK-START GUIDE:

REVIEW THE MOST RECENT HOST TRAINING MANUAL FOR DETAILS

Are you on the calendar to host an overnight at Alpine Lodge? If so, check to make sure your days and dates are correct.

<https://www.californiaalpineclub.org/calendar/category/alpine-lodge-events/>

If you are not on the calendar yet and are ready to host at Alpine, [check the online calendar](#) to see if the dates you desire are available and use the online form to send in your request.

<https://www.californiaalpineclub.org/events-inquiry/alpine-lodge-scheduling-request/>

TEN STEPS TO A SUCCESSFUL EVENT

Start by reviewing the Host Training Manual (HTM) before you arrive. A printed copy is also available at the Lodge. You'll find the HTM and all necessary forms on the [CAC HOSTING PAGE](#)

Before your stay:

1) Reply to requests and track sign-ups.

Keep a list of member names, dates and times of arrival, departure, and room preferences, if any, and let them know the duration of your stay, dates and times, so that they can plan accordingly. You may choose to use the Alpine Lodge Member-Associate Log to track signups. Try to accommodate all requests including from prospective members who may use an overnight stay to qualify for CAC membership. However, you are not required to host a family gathering of 20, a Sweet 16 birthday party, or a college reunion unless that sounds like fun to you.

Sample Reply eMail - SEE Page One

https://docs.google.com/document/d/1Ba4gFigEC_EgrErjGUegaJMjuhAIDINX/edit?usp=sharing&oid=106389563628927367199&rtpof=true&sd=true

2) Assign Rooms before or after arrival, it's up to you. However, people do cancel at the last minute so if you are assigning rooms beforehand, you may want to require a deposit or prepayment. Especially if they are requesting a particular room.

3) Send a reminder the week before your event. Include basic info for your overnights.

Sample Reminder eMail - SEE Page Two

https://docs.google.com/document/d/1Ba4gFigEC_EgrErjGUegaJMjuhAIDINX/edit?usp=sharing&oid=106389563628927367199&rtpof=true&sd=true

4) Within 5 days of your event, contact the Scheduler to request a 4 digit door code
donatabo@hotmail.com

When you arrive:

5) Welcome members

- greet members and have them sign the login sheet
- confirm room assignments and provide door code
- allocate areas for food storage
- coordinate kitchen use

During your stay:

6) Set aside time to review a few basic FAQs with your guests, either together or individually

- parking etiquette
- keeping the doors locked
- septic system, trash & recycling
- Be prepared to sign application forms to confirm prospective members' participation, at their request.

7) Complete Inventory checklist and eMail to: Wendi Olmstead

wendiolmstead@comcast.net

8) The night before your guests leave, collect any outstanding fees and sign Associate Member forms (if any*)

**All payments should be made directly to YOU (Not Alpine Lodge).
You can choose to accept Cash, checks, or online payments.**

9) Oversee LNT

* Associate members should keep their Associate Member Form to receive a discount on their enrolment fee. And, if your event qualifies as a social event for prospective members, enter the event and date and sign their application as a sponsor.

After your stay:

10) Fill out all of the hosting forms and submit within 10 days

- eMail or Snail-mail your host report and forms with **ONE PAYMENT from you** made out to Alpine Lodge
- **Do not send multiple checks from guests**

If you have any questions before or during your stay you can call or email **Wendi Olmstead**

Enjoy your stay!

IMPORTANT: Before you start, make sure you have the most recent version of the Host Training Manual(HTM) and the latest hosting forms and discard all others. The manual is updated twice a year in April and November. The latest version is November 2024.

You'll find the HTM and all necessary forms on the hosting page of the CAC website:

[Visit the CAC HOSTING PAGE on the website.](#)

Note: You are not required to retrain to host at Alpine Lodge, but if you have not hosted or attended a hosted event since 2020 many things have changed. You should review the manual and reach out if you are unsure of changes to operations at the Lodge.