# University of Denver James C. Kennedy Mountain Campus

# BOOKING GUIDE



### **Welcome to University of Denver Kennedy Mountain Campus**

Welcome to the James C. Kennedy Mountain Campus — where you can experience Colorado's wild beauty in comfort. Whether you're planning a student retreat, academic weekend, professional gathering, or something in between, this guide will walk you through a simple, action-oriented booking process tailored to your goals.

If you have any questions, please reach out to any KMC staff member listed below. We are happy to help,

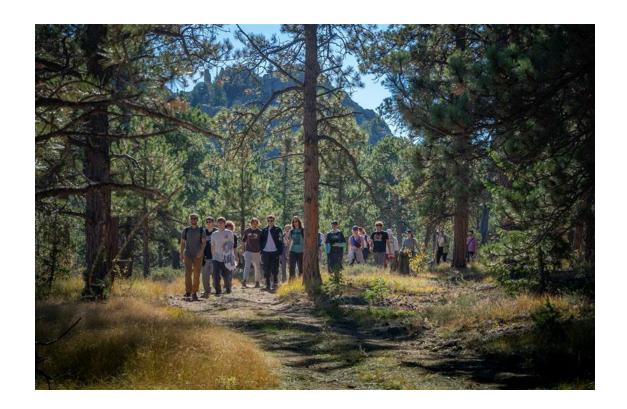
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# **KMC Booking Process**

## **Step by Step Booking Process Overview**

#### **Step 1: Submit Your Event Request**

- Start here: KMC Booking Request Form: Event Request Form
- Tip: Have your preferred dates, group size, and goals ready. A draft schedule or agenda is highly encouraged.

#### Step 2: Connect with Your KMC Guide

- External and Internal Groups: Monica McCallum, KMC Assistant Director, monica.mccallum@du.edu
- DU Outdoors Groups or Groups with outdoor activities as the primary request: Nathan Page, DU
  Outdoors Assistant Director, nathan.page@du.edu

#### **Step 3: DU Outdoors Consultation**

All interested parties receive a consultation with the DU Outdoors team prior to receiving a quote.
 This meeting helps identify the best recreation and team bonding activities to match your group's goals, schedule, and desired outcomes.

#### **Step 4: Review Your Custom Event Proposal**

- You'll receive a quote and an overview of the services.
- Proposals are valid for 14 days.

#### **Step 5: Confirm Your Event**

- Sign your agreement via Docusign.
- Deadlines:

Single-day events: Sign at least 45 days in advance. Overnight events: Sign at least 90 days in advance.

#### **Step 6: Plan Your Experience**

- Finalize lodging, meals, transportation, classroom needs, and add-ons.
- Share your final schedule and participant list.

#### **Step 7: Finalize & Celebrate**

- Review cancellation terms in your agreement.
- Get ready for an inspiring experience at KMC!

# **Planning Checklist & Timeline**

90+ D	ays Before Your Event
	Submit your event request form: <u>Event Request Form</u>
	Identify preferred dates and group size
	Identify programming requested to DU Outdoors to ensure availability.
	<ul> <li>Check out this menu of available activities with KMC and DU Outdoors: Menu</li> </ul>
	Begin internal approvals and budget planning
	Draft a basic schedule or agenda for your event: <u>Standard KMC Schedules</u>
60-90	Days Before Your Event
	Meet with your KMC contact
	Attend DU Outdoors consultation
	Review and accept your event proposal
	Sign your agreement via Docusign
30-60	Days Before Your Event
	Confirm transportation needs and pick-up location
	Gather participants waivers and dietary restrictions
	Finalize lodging and schedule
14-30	Days Before Your Event
	Share final participant list with KMC that includes lodging requests by identity, dietary restrictions, and all final waivers.
	Confirm outdoor activities or guided experiences with KMC and DU Outdoors.
	Review cancellation terms and contingency plans- consider weather alternatives if necessary.
Week	of Your Event
	Pack any program-specific materials
	Communicate final logistics to your group
	Get ready for an unforgettable experience!
Follov	v these Links for More Information On:
	<u>Lodging</u>
	<u>Dining</u>
	Facilities Facilities
	Recreational Amenities
	DU Outdoors Amenities

If you would like further information, or have any questions, please contact Monica McCallum at monica.mccallum@du.edu or by calling 303-871-5351.