

ANSWERS TO YOUR QUESTIONS

1. How far in advance do we need to reserve a picnic pavilion for our outing?

If an exact date is important, it is advisable to reserve your outing date early in the year. If your outing date can be somewhat flexible, pavilions may still be available later in the season. Pavilions are free of charge and must be reserved through Idlewild's Group Sales Office.

2. How many people should we plan for?

Generally, if a company is paying for the entire admission and/or meal, you can figure your attendance will be approximately 2.4 times the number invited.

3. What will the total cost be?

Multiply the quoted cost of admission plus meal if applicable, times the number of people expected. Idlewild's Group Sales Department will be happy to provide you with a quote.

4. Should the company pay for the entire cost of admission and/or meal?

This would depend upon your budget. Most companies will pay for the entire cost of admission and meal and other companies require employees to pay for a portion of the cost per person.

5. Who should be eligible to go?

It is certainly your company's choice, but most companies invite all employees and their immediate families that are eligible for company insurance benefits.

6. Should employees be allowed to bring additional guests and/or grandchildren?

Some companies allow employees to bring additional guests beyond their immediate family by paying the company for the total cost of the additional admission and/or meals.

7. How far in advance should employees be notified?

Notify your employees of the picnic date as soon as possible. Allow employees to begin making reservations four or five weeks ahead with absolute deadline 14 days prior to the outing.

8. Promotional Materials?

Your Idlewild Representative can provide you with posters, invitations and brochures well in advance of your outing to use in informing your group of your upcoming event.

9. How should actual reservations be handled?

A reservation form can be distributed to all eligible employees. This form should include the following information:

- Name of employee
- Number of people 0-2 years of age and those 3 – 54 years of age and those 55 years of age and older attending the outing
- Cut-off date for reservations
- Name of person to contact if there are questions
- Name of contact person/department to return the reservation.

10. Ticket distribution?

Your Idlewild Representative will provide you with tickets well in advance of your outing. We suggest placing your ticket order one month prior to your event so that you will have ample time to distribute tickets to everyone in your group.

11. Meal Guarantee?

If your group is having a catered meal, all catering arrangements must be placed with your Idlewild Representative at least THREE WEEKS prior to your group's visit. Please confirm the GUARANTEED NUMBER of guests we are to serve at least FIVE DAYS in advance of your outing. All charges will be based upon the guarantee, or the actual number of persons served, if greater than the guarantee. See "Picnic Planner" for complete catering policies and guidelines. Please note, outside caterers are not permitted. All catering arrangements must be provided through our on-site catering, Stratwood Caterers.

12. Ticket Returns & Payment?

Unused tickets may be returned to your Idlewild Representative up to two weeks after your picnic date. You will be charged for all tickets except those returned. Net billing will be based on total tickets issued minus tickets returned. Price category will be based on the total number of tickets to be paid for, not the total number of tickets issued. Final payment is due net 30 days upon receipt of invoice/statement.

Still have a question? Contact Idlewild Group Sales at 724-238-6784.