



# Referral

Reservation #: \_\_\_\_\_ or Customer #: \_\_\_\_\_  
 Guest Name: \_\_\_\_\_  
 Home Town Address: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Local Lodging #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

<h2 style="margin: 0;">ORIGINAL INSTRUCTOR</h2>	Name: _____ Print Clearly!  Home POD _____  Signature: _____
<p><b>* It's the responsibility of the Original Instructor to:</b></p> <ol style="list-style-type: none"> <li>1. Contact the instructor being referred and have them accept the (possible) booking by signing this form.</li> <li>2. Contact the guest and confirm that the referred instructor and booking dates are agreeable to them.</li> <li>3. Get a supervisor's approval and turn in form.</li> </ol>	
Reason for referral: _____	

Instructor	Start Date	End Date	Lesson Type	# of Guests	Meeting Place	Ability Level
			<b>P6</b>			1 <sup>st</sup> Time
			<b>P3</b> AM PM			Beg. Int. Adv.
			Alpine SB Nordic Adaptive			Adult Child: 3-6 7-14

Supervisors may switch a lesson to an assignment if the referred instructor & guest have not communicated.

<h2 style="margin: 0;">REFERRED <small>(NEW)</small> INSTRUCTOR</h2>	Name: _____ Print Clearly!  Home POD _____  Signature: _____
<p><b>** It's the responsibility of the Referred Instructor to contact the guest <i>before</i> the booking to introduce themselves and confirm the details of the booking (dates, meeting location, start time, special needs, etc.).</b></p>	

Supervisor Approval: \_\_\_\_\_

*Reservationists: Please do not make any bookings without supervisor approval.*

**For Admin Use**

Referral Credits given (include dates) \_\_\_\_\_

Admin: \_\_\_\_\_