



# Lake Phoenix

AIRFILLS

1 Quarry Lane, Rawlings VA. 23876 Phone: (804) 716-2199

## GROUP MANIFEST AND DAILY SIGN IN

PLEASE CHECK ONE: ☐ Scuba Instructor ☐ Divemaster ☐ Group Leader

I , of  am teaching / leading the following individuals in ☐ Scuba Training ☐ Snorkeling / Swimming ☐ Camping at Lake Phoenix.

I, as the leader, am responsible for, all herein listed arriving on , departing on

responsible for ENTRANCE ☐ AIRFILLS ☐ CAMPING ☐ other  unless noted here

Name (Print & Signature below)	INITIAL DAILY on CHECK IN							CAMPING and / or SELF PAY
	FRI	SAT	SUN	MON	TUE	WED	THU	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Camping YES <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Self Pay YES <input type="checkbox"/>

### Instructions for Manifest

- Please help us save paper by:
  - Download to your Windows Desktop using Explorer, Chrome or Edge.
  - Open with Adobe reader, available from our website if needed
  - Fill out only allowed (**highlighted**) fields
  - Save document under another name on your system
  - Please **do not** alter the document
  - Email us the PDF file you saved
  - Form does not play well with Firefox browser
- Manifest **must** be received **24-48hrs** prior to your event to prevent surcharge
- Signature will be required of individuals **on arrival** at Lake Phoenix
- Date boxes (Fri – Thu) are for individuals to **initial daily** upon check in
- Only ten (**10**) individuals per page (12 w/dive pros @ bottom)
- Please ensure everyone completes their on-line waiver & watch the informational video (*see our website*)
- All individuals in your group must be on manifest **including visitors**
- Please ensure **ALL** in your group complete their waiver. This includes parents visiting etc. ... even if they are not diving or getting in the water.
- Dates at the top indicate the dates your manifest is active, dates you are responsible for. Please advise that early arrival or additional dates will be the responsible of the individual. Normal fees apply.
- We will check waivers and get back with you prior to your arrival to help speed your way into the facility
- Please ensure everyone has seen the informational video to ensure a safe and fun time

I/We all agree to abide by the rules and terms of service for using Lake Phoenix. I/we certify all the above information is correct to the best of my/our knowledge and all individuals have seen the Lake Phoenix Information Video on our website Download page or it was shown in class.

Signature of Leader / Instructor  Agency  #

Name of Assistant  Agency  #

Assistant is a ☐ Divemaster ☐ Assistant Instructor ☐ Instructor