



## Retreat Leader's Checklist

### Upon Acceptance of Contract:

- Signed contract
- Pay Deposit of \$750
- If tax exempt, provide copy of Non-profit 501c3 documentation/letter
- Provide Certificate of Insurance
- Strongly suggest purchase Event Insurance(optional)

### 60 Days Prior to arrival:

- Pay 50% of Balance

### 30 Days Prior to arrival:

- Pay Balance Due

### 2 Weeks Prior to arrival:

- Provide check-in and check-out times, mode of transportation (i.e. bus, number of cars)
- List of attendees (i.e. number of male, number of female, staff, leaders, etc.) – will be used for rooming assignment and door signs
- Review room layouts
- Dietary Restrictions (i.e. diabetic, vegan, vegetarian, kosher, gluten-free, allergies, etc.)
- Review of meal times

### 1 Week Prior to arrival:

- Make spa appointments (if desired)
- Audio/Visual Needs
- Great Room Set-up
- Provide your program agenda