

Checklist for Adult & Family Groups



DUE PRIOR TO ARRIVAL:

- **Signed Contract:** Read the details of your contract carefully and send a signed copy of the contract.
- **Deposit:** The contract will have a deposit. Please submit your deposit by the due date.
- **Estimated Numbers:** The contract has a maximum number of beds and a minimum number of guests. Notify your coordinator if you are predicting to be outside of that range.
- **Waivers:** All guests must sign a waiver. You will receive a link to an online waiver system. Paper waivers are available upon request.

DUE 3 WEEKS PRIOR TO ARRIVAL:

- **Paid Activity Requests:** See the "Activity Flyer" for details on ziplines, swings, ropes courses and more! There is a minimum of 10 participants for each activity. Activities are reserved on a first requested, first reserved basis.
- **Special Menu Request Form:** Three special menu options are available to guests in addition to the regular menu. A Gluten Free, Vegan, or Vegetarian option are available at a \$3 per guest per meal charge. The upcharge will be added to the contract. If guests are using the online waivers, they will be given the option to select a special menu as part of the online waiver. If paper waivers are submitted, guests must fill out and submit the "Special Menu Request Form" to their leader. You will submit the "Special Menu Summary" 3 weeks before arriving.
- **Certificate of Liability Insurance and Endorsement:** This two page document is requested from your insurance provider. The first page is a Certificate of Liability Insurance; the second page is an Endorsement. See the "Insurance Example" for details.
- **Mode of Transportation:** Send an estimated arrival and departure of your bus.

DUE 2 WEEKS PRIOR TO ARRIVAL:

- **Schedule:** Your schedule is due PRIOR to arrival.
 - Meal times are Breakfast 8:00, Lunch 12:30 & Dinner 6:00. Groups must arrive on time to meals.
 - All lodging must be vacated at 10am on departure day.
- **Speaker Information/Retreat Purpose:** Submit a short purpose statement and/or speaker bio.
- **Meeting Room Set Up:** Meeting rooms are assigned around 4 weeks prior to arrival. Submit your meeting room(s) set up and tech requests. Please see your "Meeting Room Diagrams" for details
- **Campfire Requests:** Campfires are free of charge and are arranged on a first requested, first served basis.
- **Snack/Beverage Requests:** Snacks are available for a nominal fee, see our "Snack Flyer."

DUE ON ARRIVAL, STOP IN THE OFFICE:

- **Final Count/Guest List:** Submit a roster of the first and last name of all guests. Notify us of any guests that will not be on site for the full duration of your stay.
- **Room Assignments:** Use our "Room Diagrams" or add room assignments to your guest list.
- **Waivers:** As a leader you will need to be sure all of your guests have completed a waiver by arrival day.
- **Final payment:** Payment should be made before your departure.