

## Next Steps...

| Important Due Dates                                                  | What You Will Receive                                                                                                                                                                                                        | What to know!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6-8 Weeks before<br>(A reminder will be sent 4 weeks before as well) | 1. <a href="#">Detail Sheets</a>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Due back to us 2 weeks before your event.</li> <li>• Gives us your desired meeting room setup, meal counts and other facility or snack requests!</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| 30 Days before                                                       | <ol style="list-style-type: none"> <li>1. Meeting Room Assignments</li> <li>2. Lodging Sheets</li> <li>3. Allergy Forms</li> <li>4. <a href="#">Safety Waivers</a></li> </ol>                                                | <ul style="list-style-type: none"> <li>• Potential meeting room diagrams can be found <a href="#">here</a>.</li> <li>• Lodging Sheets must list the first and last names of all overnight guests</li> <li>• Allergy forms must be filled out by all guests with dietary concerns, in order to best serve your group. The Allergy Form can be found <a href="#">here</a></li> <li>• Safety Waivers must be filled out for each guest</li> <li>• Begin the process for payment of the Guaranteed Minimum, due 2 weeks prior to your arrival.</li> </ul> |
| 2 Weeks before                                                       | <ol style="list-style-type: none"> <li>1. Final Instructions for Check-In</li> <li>2. Invoice for the Remaining Balance (Due at check-in)</li> </ol>                                                                         | <ul style="list-style-type: none"> <li>• Changes submitted to us after this are not guaranteed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10 Days before                                                       |                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• 10 days prior to your retreat your meal numbers "lock in". You will not pay for less than the number we have at that time. You will pay \$2 per person per meal additional for more guests added after this deadline.</li> <li>• <b>If we have not received a setup request for your meeting room(s)...</b> We will provide a standardized setup to attempt to meet your needs</li> </ul>                                                                                                                    |
| 2 Days before                                                        |                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Completed Lodging Sheets are due</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| At Check-In                                                          | <ol style="list-style-type: none"> <li>1. Itinerary</li> <li>2. Meal Wristbands</li> <li>3. Maps of the Facilities</li> <li>4. Keys for Lodging and Meeting Room(s)</li> <li>5. Invoice for the remaining balance</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed Waivers for every participant</li> <li>2. Final payment for the remaining balance</li> <li>3. Standard Check-in Times <ul style="list-style-type: none"> <li>○ 4pm for Meeting Room(s) and lodging</li> </ul> </li> </ol>                                                                                                                                                                                                                                                                         |

