



Final Retreat Planning Details

GENEVA's Retreat Ministry team looks forward to working with you on planning details! Please help us provide the best experience for you by providing the below information one week in advance.

Point Person (individual who will be at Retreat):

Name: _____ Contact #: _____

Retreat Schedule including:

- Early arrival time for meeting room set up _____ @ _____
- Arrival time for full group _____ @ _____
- Meal times (please see meal reservation options listed below)
- Departure time at closing of retreat _____ @ _____

Lodging

- Completed lodging lists with all attendees' names

Food Service

- Meal counts for each meal. Total guests: _____
If guest counts vary with each meal, please attach sheet with each meal's separate count.
- Completed Special Dietary Needs including all attendees requesting special needs, including allergies, intolerances or diets.
- Confirm snack & beverage selections (if applicable)

Meal Reservation Options (please circle requested start time for your meals)

Breakfast 7:30 am / 8:00 am / 8:30 am
Lunch 12:00 pm / 12:30 pm
Dinner 5:00 pm / 5:30 pm / 6:00 pm

Meeting Room Set Up

- Row seating Whiteboard / Markers
- Circle of Chairs Podium
- Round tables & chairs
- Long tables & chairs in classroom style seating
- Additional Tables (registration, snacks, displays)(how many? _____)

Meeting Room A/V Requests

- Wireless Internet (not available in cabins) Sound System (available in Dunes, Chapel, Celebration Center, & Pines Lodge)
- Video Projector
- Viewing Screen
- Keyboard (inquire about availability)

Please provide a list of components needed with sound system set up on additional page (ie. Mics, instrument cables, music/mic stands, direct boxes)

Please contact Bree Craymer, Events & Hospitality Coordinator, at bree@campgeneva.org with any other specific requests that you may have, thank you!