



## 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.
- Completed Special Dietary Requests form including all attendees with dietary restrictions 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
- Circle of Chairs
- Round tables & chairs
- Long tables & chairs in classroom style seating
- Additional Tables (registration, snacks, displays)(how many? \_\_\_\_\_)
- Whiteboard / Markers
- Podium

Meeting Room A/V Requests

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

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 Kia Barton, Events & Hospitality Coordinator, at [kia@campgeneva.org](mailto:kia@campgeneva.org) with any other specific requests that you may have. Thank you!