

Verdugo Pines Bible Camp

Southern California Bible Conference, Inc.

Retreat Coordinator Checklist

- Signed & Returned Contract
- Signed & Returned Camp Guidelines Voucher
 - First Aid, Emergency Care and Transportation Policy
 - Camp Guidelines
 - Snow Conditions Addendum Voucher

TWO WEEKS PRIOR TO YOUR RETREAT:

- Mail or Fax a copy of your retreat schedule to Camp.
Also let us know if you will be needing any equipment;
Microphones, projector, etc.

ONE WEEK PRIOR :

- Call Camp with final numbers by _____.
Once we have the final count, we will tell you how many cabins you will be using.
We will issue cabin numbers at this time.
- At this time, let us know of any special dietary needs.
- Let us know how you would like your meeting room set up;
How many chairs, tables needed, etc.

UPON ARRIVAL:

- Turn in the credentials of your First Aid designee. For adult groups, we require a current CPR certificate. For groups with unaccompanied minors, we require proof of current status as an RN or MD, licensed in the State of California.
- Turn in a list of all attendees, their cabin assignments, and an emergency contact name & number for each.
- For groups with unaccompanied minors, you must also turn in an Authorization to Consent to Health Care and Transportation release form for each attendee under the age of 18.
- Arrange a time to meet with a Verdugo Pines Representative to settle up your account and pay the invoice, in one check.
Payable to: *Southern California Bible Conference, Inc.*
The account must be paid in full prior to leaving the campground.