

Pre-Retreat Checklist

Group Name:

Retreat Dates:

Contact Person:

Church # :

Home # :

Arrival Time:

Type of Group:

Meeting Location:

PROGRAM NOTES:

Archery:

Pool:

Canoes:

Store:

Victory Circle:

Volleyball:

Basketball:

Breading of Bread:

Other:

GUEST SERVICES NOTES:

Signed Contract:

Signed Voucher:

▪ First Aid / Emergency:

▪ Camp Guidelines:

▪ Snow Conditions:

Received Schedule:

▪ Schedule Approved:

▪ Amendment Approved:

First Aid Credentials:

List of Attendees:

Emergency Release Forms:

Appointment to Settle:

Other:

VOLUNTEER NOTES:

Volunteers:

Cabin Assignments:

FACILITY NOTES:

Meeting Location:

Chairs:

Tables:

Coffee, Tea, Etc. set-up:

Notes:

- x
- x

KITCHEN NOTES:

Meal Location:

Tables:

Coffee, Tea, Etc.:

Diabetics:

Vegetarians:

Allergies:

Wheat:

Dairy:

Cappuccino/Hot Cocoa:

Notes: