

GROUP LEADER TIMELINE FOR RETREATS

Below is a timeline to help you know what will be happening between now and your event (Please also read the Terms and Agreement section of your contract for more info):

- **10 Days** after your contract is sent, a signed copy is due back to us with the deposit listed on the contract. The deposit will be deducted from the final balance. (See contract Terms of Agreement for any reasons this may not be the case.) If we have not received your signed contract and deposit by this time your retreat is not confirmed.
- **Outside 90 Days** of retreat deposits are refundable. Inside 90 days of retreat deposits are not refundable.
- **Two Weeks** prior to your retreat is the time to confirm any activities, meals, etc that wish to add to your retreat.
- **8 days** before you arrive, the Final Retreat Information is due; including your final number of attendees, Final Meal Count Numbers, Meeting Room set-up, any Dietary Needs
- **Upon Arrival**: Group Leader check in at the office to receive check in information from us and to turn in your consent release forms, and changes or questions.

You will receive periodic, automatic emails from us with helpful tips in planning and reminders of deadlines coming up. If during the planning stage you have some questions that are not answered in this information, please do not hesitate to call us. We want to be helpful to you in any way we can!