



Retreat Leader Checklist - *To help you succeed with your event!*

To Reserve your Event

- ✓ Fill out the Interest Form on our website. We will check availability and send you a contract.
- ✓ There are 5 things that must be sent to Cross Wind Retreats to confirm your reservation. The sooner you can do this the more likely you can book the dates you desire, but no less than 30 days before the event. Fill out and send these 5 essential items:
 - A deposit of \$500
 - A signed Contract
 - Hold Harmless Agreement
 - Certificate of Liability Insurance Form
 - Send us your sales tax exempt form if you are a sales tax exempt organization
- ✓ Start promoting, advertising and building your team of leaders and speakers for your event. Have someone in charge of registrations and room assignments so you know how many rooms you are filling up.

14 Days Prior to Event

- ✓ Find out if there are any dietary needs in your group
- ✓ Fill out the Meal Options Form on our website- you can do this before 14 days, but be sure to complete this form by 14 days so we can set the menu.
- ✓ Find out equipment needs of your speakers and leaders- audio and visual
- ✓ Finalize your schedule with your leaders
- ✓ Share a packing list with your group and if you are using Williams and Judson lodges, make sure your group knows to bring bedding, towels, and washcloths (unless you are paying the extra fee for those). We have a suggested packing list on the Retreat Leader page on our website.

10 Days Prior to Event

- ✓ Pre-Retreat Form- fill this out no less than 10 days from your event! It will ask questions about:
 - Final Meal Count- A guaranteed number of meals is required 10 days prior to your event. This is the amount that you will be charged for meals even if your guest number goes down. If you have additional guests, the amount will go up at the normal rate.

- Dietary Needs- Let us know if there are any special dietary needs from your group
- Medical Person- let us know who will be taking responsibility for your First Aid kit and any medical emergencies that come up during your event.
- Equipment Needs- let us know your equipment needs, such as: microphone(s), LCD projector/ screen, podium, etc.
- Meeting Spaces- We need to know how you would like your meeting room(s) arranged – how many chairs/tables. Make sure you've fully communicated with your team and us about what spaces you are using here at Cross Wind so we can be ready.
- Submit your schedule for your event so we can have coffee ready when you need it! Also note what additional activities (if any) you will be requesting as well as the date(s)/time(s).

Your Event Day- when you arrive!

- ✓ Please check in at the Office in the Cross Wind Conference Center. We want to show you the spaces we prepared for you, hand you the room keys, and go over some facility details.
- ✓ You will need a registration person to hand out keys and keep track of who has which key, so you can be sure to get all the keys returned at the end of the event.
- ✓ Remember that bedding and towels are provided for all of our rooms in the Hotel and at Meredith Lodge. We can provide bedding for William and Judson Lodges at \$10 a bed.
- ✓ Remember that Camp David and Cross Wind Retreats is an alcohol-free environment- except for the sacrament of communion.
- ✓ Except for unloading, please make sure your guests and leaders park in lined designated areas.
- ✓ Remember that no pets are permitted.

During your stay

- ✓ For all maintenance or hospitality issues (messy bathroom, clogged toilets, light out, missing items, etc.) text the room location and issue to 573-308-0602.
- ✓ When we turn on the lights over the bar it is time to serve. You may wish to have one of your leaders pray for the meal as your guests are lining up for the meal.
- ✓ Dining Hall in the Conference Center- this space is available during mealtime only. After everyone has finished eating, please exit so we can clean and prepare for the next meal.
- ✓ Main doors will be locked by your host at their designated time.
- ✓ We love smokers and have many outside locations for smoking. As a courtesy to our future guests, all smoking and vaping must be done outside.
- ✓ To simplify cleaning- towels and sheets should be left in place at the end of your stay.

Departure

- ✓ Remind guests to be packed up and out of their rooms by 10 am unless you are paying for extended stay. Have your registration person collect the keys and report any that are missing so you can talk to those guests before they leave, or call and follow up with them.
- ✓ Pack up from your extra activities- whether a party or prayer walk outside.
- ✓ Checkout process- you need to do a walk through with a Cross Wind staff member to access and confirm that everything is left in order to avoid the extra re-set fees.

After your Event

- ✓ You will either be handed a final invoice as you check out, or emailed one shortly afterwards. Please pay this as quickly as you can- and no more than 10 days after your event.
- ✓ Fill out our **Retreat Leader Feedback Form** on our website under “Retreat Leader Info”. Form is listed under number 15.
- ✓ Book next year’s event with us- let your deposit carry over to the next year so you can keep your date on our calendar!
- ✓ If someone in your group is missing some items, you or them can fill out the Lost and Found form on the Retreat Leader page on our website: campdavidinternational.org
- ✓ We love to hear testimonies of what God did at your event, and would enjoy a few digital photos that you would be willing to share to help us promote our rental groups- email grace@campdavidinternational.org to share.
- ✓ Follow us on FB at Cross Wind Retreats