



Retreat Planner Checklist

We are excited that you have chosen Berea as the site for your event! The following is a checklist that will help you provide us with the information we need so that we may serve your group most effectively. Please review this checklist often to make sure you meet all of the planning deadlines. Feel free to contact us at any time with any questions you may have.

At time of Reservation

- Fill out Application for Reservation and sign.
- Send in Application along with the Phase I deposit of \$10/person to reserve the spaces needed (exception: for retreats that are reserved less than 90 days from the date of the event, both Phase I and Phase II deposits, totaling \$50/person, are required to reserve spaces).

120 Days Before Event

- Review your numbers and contact us with any adjustments needed (availability permitting).
- Send in Phase II deposit of \$40/person according to current numbers.
- Send in Phase I deposit of \$10/person for any additions to reservation numbers (the total payment received by Berea should equal \$50/person for current numbers).

90 Days Before Event

- Deadline for Phase II payment arriving at Berea. If your payment is not received by this date, your spaces may be lost to other groups who wish to make reservations.

30 Days Before Event

- Arrange for a Certificate of Insurance to be sent to Berea. See "Sample Certificate of Insurance" form for details. This must arrive before the date of your event.
- Fill out Housing, Schedule and Meeting Room Worksheets and send them in.
- Finalize your schedule and send a copy of it along with your worksheets.

10 Days Before Event

- Deadline for worksheets arriving at Berea. If requested, a housing grid with your specific rooms will be sent for your use in assigning housing to the members of your group.
- Contact us with final head count and any housing need additions/adjustments. Meeting room will be assigned at this time based on final numbers.

One Day Before Event

- Deadline for the Certificate of Insurance arriving at Camp Berea.

Upon Arrival for Event

- Check in at the Welcome Center.
- Receive housing assignments (if a housing grid was not requested and sent earlier).
- Pay Phase III final balance.
- Enjoy your event!
- At the end of your event, stop in the Welcome Center to check on available future dates and pick up paperwork for next year. An additional discount is available for a reservation within 30 days of your last event.