

Checklist for Reservation Process

GETTING STARTED:

- Place a Temporary hold on specific retreat dates at RMC.
- Complete a contract
- Write a check to “Refreshing Mt Camp” for Deposit
(Important Note: If tax exemption will be claimed, the deposit must come from the Tax Exempt Organization, i.e. No Personal Checks)
- Mail all of the following to Refreshing Mountain Camp
 - 1st page of the Contract (completed with signatures)
 - Deposit Check
 - Sales Tax Exemption Certificate (if Applicable)

8 WEEKS BEFORE EVENT:

- Finalize a **Schedule**, complete the **Retreat Planning Worksheet**, and submit it to RMC for comments/approval. (due 6 weeks before event)
- Evaluate the Promotion of the retreat to make sure that your target attendance numbers are still accurate.

7 WEEKS BEFORE EVENT:

- Make sure that you included the **Standard Release Form** (provided by RMC in this packet) in your registration materials for each guest (this is the Release Form for activities that each participant needs to sign).
- OPTIONAL: Submit your **Menu Request Form**.

5 WEEKS BEFORE EVENT:

- Submit a copy of your **Insurance Certificate**.

4 WEEKS BEFORE EVENT:

- Evaluate the number of Lodge/Private Rooms that you have reserved to see if you need to talk to RMC about adjusting those details (you can change the number of rooms you want without penalty up to 30 days before the retreat).
- Submit your **Final Numbers Worksheet**. (Due 2 weeks before your event)

TWO WEEKS BEFORE EVENT:

- Confirm final count with RMC, along with any last minute details.

Once these are all checked off, you are all set to go. 😊