



Retreat Planners Checklist

We are delighted that you have selected Gull Lake Ministries to host your upcoming retreat! **The following is a schedule of all the forms, information and deadlines we will need to receive back from you to provide you with the best possible retreat experience.** It will act as a step by step guide to help us exchange accurate information and most effectively serve your group upon arrival.

***Please Post this list in the front of your event file and review it often. When you have completed all steps please return a checked copy of this list along with copies of any other completed forms and your rooming list. (ie meeting area set up/equipment worksheet/banquet menus etc.)**

6 Months Prior To Arrival

- Adjust your contracted count as needed (availability permitting). After the 6 month mark, you will be required to pay for at least the *minimum paid attendance* count listed on your contract. If your event is scheduled less than 6 months out, you will be responsible for the *minimum paid attendance* count agreed upon in the contract.

3 Weeks Prior To Arrival

- MEETING SPACE:**
Finalize your meeting space needs and return the meeting area worksheet.
Do you need a specific meeting room layout or audio-visual equipment?
Will you need a registration table in the reception area?
- FOOD & BEVERAGE:**
Meals are served at 8:00 a.m., 12:00 p.m. and 6:00 p.m and are served for one hour. All meals unless otherwise noted are full hot buffets. Lunch and dinner include salad bars and desserts.
 - Dietary restrictions? _____
 - High Chairs? _____ How many? _____
 - Other? _____
- SCHEDULE/AGENDA:** Finalize your agenda and copy it to Gull Lake. Be sure to include when your group will be in meetings, when they will be breaking and when they will be having free time.

A few things to keep in mind as you are planning your schedule:

- Our meal times are *set* at 8:00am, 12:00noon, and 6:00pm
- Meals are served for one hour
- Our neighborhood sound curfew is 11:00pm
- Check-in and check-out times
- Our dining room is a *common area*, available to all guests when open

□ **ACTIVITIES**

Following is a list of activities that are available at Gull Lake Ministries. Please let us know which, if any activities you would like to have available during your free time. The items followed with a "\$" are at an additional charge.

- | | | |
|-------------------------------|-----------------------------|---------------------|
| □ Game Room \$ | □ Sand Volleyball | □ Pontoon Boat \$ |
| □ Board Games | □ Kayaks, Paddle Boats etc. | □ Zip Lines \$ |
| □ Campfire \$ | □ Tennis Courts | □ Pamper Poles \$ |
| □ Climbing Wall \$ | □ Sledding & Tubing hill | □ Basketball Courts |
| □ Playground | □ Horseshoes | |
| □ Ice Skating Rink/Broom Ball | | |

Gull Lake does not provide sleds, tennis equipment, ice skates, bicycles, cross country skis or fishing equipment. Other sports equipment is available with advance notice but we do recommend that you bring your own. *Please notify us of any changes you need to make to your retreat.

- Have you clearly communicated to your group that check in to the overnight rooms is 4:00 PM and that check-out is 11:00 AM? (Unless otherwise noted on your contract.)
- Call in any changes you make in your plans to Gull Lake so that we can make the appropriate adjustments.

2 Weeks prior to Arrival

□ **GUARANTEED COUNTS:**

Call us with your **final guaranteed counts** for all meals and overnight guests. We will bill based upon this count UNLESS it falls below the *minimum paid attendance* listed on your contract. If your count is lower than the contracted minimum you will be charged up to the minimum count at your regular rate.

- You will receive an estimated invoice based upon your guaranteed count. Please prepare an organization issued check or credit card for the entire event cost less the deposit. The final invoice is to be paid upon departure.

□ **OVERNIGHT ACCOMMODATIONS:**

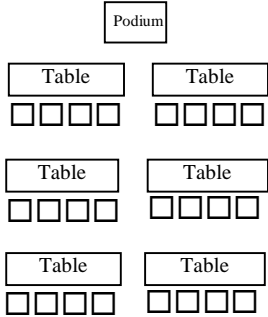
Finalize and return your **rooming list**. Make sure you include your speakers. This ensures an efficient and speedy check-in process for you and your guests.

Meeting Worksheet

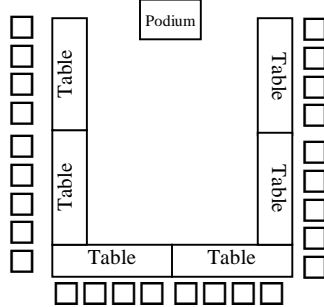
(Settings are not applicable for vacation home great rooms)

(Horseshoe setting not applicable for smaller meeting areas)

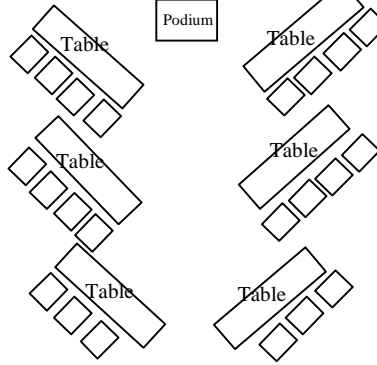
Classroom:



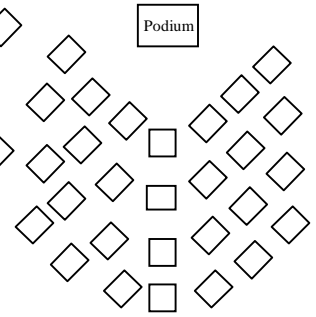
Horseshoe:



Chevron:



Theatre:



Available Equipment:

Audiovisual equipment is limited and reserved on a first come first serve basis.

Complimentary Equipment

- TV/VCR
- Boom Box with CD & Cassette Deck
- Overhead Projector
- Screen
- Flip Chart Easel *(bring own flipcharts)*
- Music Stand
- Piano *(available in conference rooms only)*
- Whiteboard & Markers
- Registration Table in FC Lobby
- Additional tables *(based upon availability)*

Additional Services & Fees

- Sound Technician \$25/hour *(required with Tabernacle system)*

Microphones:

- Lapel: \$20 per day
- Handheld Cordless: \$20 per day
- Handheld Corded \$20 per day
- Tabernacle Sound Package: \$50 per day
- Tabernacle LCD Package: \$200 per day
- Ephesus Chapel Audio Package: \$30 per day
- Portable Sound System w/mic: \$25 per day
- LCD Projector: \$150 per day
- DVD Player: \$25 per day
- Flipchart Paper: \$30 per day
- Meeting Space: One meeting room is included in the retreat package. Breakout rooms may be available for an additional fee.

Tabernacle: Varies

Breakout Room: \$50-\$75

Special instructions: _____

Break Service:

Please select two items for each break you have scheduled. Additional items may be selected for the cost listed.

All prices are per person unless noted.

- Assorted Whole Fresh Fruit \$1.50 _____ a.m. or p.m. _____ day
- Assorted Pastries or Muffins \$1.50 _____ a.m. or p.m. _____ day
- Vegetable Tray with Ranch Dip \$1.50 _____ a.m. or p.m. _____ day
- Tortilla Chips, Salsa & Cheese Dip \$1.50 _____ a.m. or p.m. _____ day
- Assorted Fresh Baked Cookies \$1.50 _____ a.m. or p.m. _____ day
- Gardetto Party Mix \$1.50 _____ a.m. or p.m. _____ day

Additional items:

- Canned Soda/Bottled Water \$1.00 each _____ a.m. or p.m. _____ day
- Popcorn \$1.00 per person _____ a.m. or p.m. _____ day
- Ice Cream Sundae Bar \$3.50 per person* _____ a.m. or p.m. _____ day

**minimum of 25 guests*

Special instructions: _____
