



## Coordinator Checklist

We want your group to have a successful meeting at Vallombrosa. Please provide us with the following information by the due dates:

<input type="checkbox"/>	Chapel - Please indicate the time you would like to reserve chapel	Due date: Reserve at time of reservation
<input type="checkbox"/>	Guaranteed number of bedrooms: ____ Singe rooms    ____ Double rooms	Due date: 30 days before arrival date
<input type="checkbox"/>	Dietary requests: Number of: ____ Vegans    ____ Vegetarians ____ Gluten free    ____ Allergies	Due date: 14 days before arrival date
<input type="checkbox"/>	Bedroom assignments list: - who will be staying in each room	Due date: 7 days before arrival date
<input type="checkbox"/>	Conference room setup/Breakout rooms	Due date: 7 days before arrival date
<input type="checkbox"/>	Equipment needed for conference room	Due date: 7 days before arrival date
<input type="checkbox"/>	Request for catering	Due date: 7 days before arrival date