



Planning Your Event

Once the event date has been chosen, please provide the following to the Conference Coordinator: organization name, organization address, contact name, contact number and email address. We use this information to prepare the Agreement/Contract and create your reservation.

Day Groups

Please confirm arrival and departure times along with the number of attendees. Please indicate what size conference room is needed and how you would like the room set-up. If you would like to reserve the Chapel, please include the specific time it is needed. There are days when the Conference Coordinator must accommodate several different groups in the Chapel space. In addition, if a meal is included within the retreat/conference day, please let us know if there are any special dietary needs or food allergies.

Overnight Groups

Please confirm the arrival and departure times along with the number of attendees. Please note the number of single and double rooms that your group will need. Please remember to include the number of commuters (those not staying overnight). In addition, you will need to start thinking about how the meals fit into your retreat schedule and you will need to note any special dietary needs or food allergies. Please keep in mind the meal times are on a set schedule (Breakfast 8-9am, Lunch 12-1pm and Dinner 6-7pm) but if you need to change these times by a 15 or 20 minutes just let us know. If you are staying multiple nights your group might consider an evening or late afternoon social hour. If so, ask the Conference Coordinator to send you some catering ideas.

Preparation

Please provide the following information 30 days prior to your event, so that we may prepare for your arrival: confirmed number of guests, group's on-site contact name and phone number, overnight attendees list in alphabetical order, conference room set-up and any equipment needs, special dietary needs or food allergies.