

Group Coordinator Check List

10-14 days before your event, we will be in touch to collect your final information. Please use this checklist to make sure you have all the information needed. Please refer to your contract or the FAQ page for more details on the items below.

- What is your final number of participants, broken down by adults vs children and rate type (use final group report - a sample group report for each rate type can be found in the FAQ document)
- If you are staying in the Guesthouse, Solarhouse, and/or Laurel Inn, which room numbers are you using, if not all? (make sure you are paying attention to the minimum requirement for the building)
- Do you have any dietary requests in your group?
- How would you like your meeting space set up (tables/chairs)? You can draw a diagram and send a picture if this is easier.
- Do you have any audio/visual needs?
- Do you need any other miscellaneous set up items (see packet for full list of items available)?
- Do you want a campfire? If so, where and are you lighting it or would you like us to light it? If we are lighting it, what day and time?
- Read our guidelines and policies and make sure your group is aware of these.