

Final Retreat Planning Details

GENEVA's Retreat Ministry team looks forward to working with you on planning details! Please help us provide the best experience for you by providing the below information one week in advance of your retreat, meeting, or event.

Point Person (individual who will be at Retreat):

Name: _____ Contact #: _____

Retreat Schedule including:

- Early arrival time for meeting room set up
- Arrival time for full group
- Meal times (please see meal reservation options listed below)
- Departure time at closing of retreat

Lodging

- Completed lodging lists with attendee name (list available on GENEVA website)

Food Service

- Meal counts for each meal
- Completed Special Dietary Needs including all attendees requesting special needs (including allergies, intolerance or diets).
- Confirm snack & beverage selections (if applicable)

Meal Reservation Options (please circle requested start time for your meals)

- Breakfast 7:30 am / 8:00 am / 8:30 am
- Lunch 12:00 pm / 12:30 pm
- Dinner 5:00 pm / 5:30 pm / 6:00 pm

Meeting Room Set Up

- Row seating
- Circle of Chairs
- Round tables & chairs
- Long tables & chairs in classroom style seating
- Additional Tables (registration, snacks, displays)(how many? _____)
- Whiteboard / Markers
- Podium

Meeting Room A/V Requests

- Wireless Internet (not available in cabins)
- Video Projector
- Viewing Screen
- Keyboard (inquire about availability)
- Sound System (available in Dunes, Chapel, Celebration Center, & Pines Lodge)

Please provide a list of components needed with sound system set up on on additional page (ie. Mics, cables, music/mic stands, direct boxes)

Please contact Kendra Lefere, Retreat Coordinator at kendra@campgeneva.org with any other specific requests that you may have, thank you!