

TO DO CHECKLIST:

60+ Days Before

- Submit Schedule to suzanne@refreshingmountain.com.

Include check-in times, checkout times, meal times, activities, and recreation space that you want to reserve. (Note the Advance Planner Discount applies for

[Activities](#) that are submitted 60+ days before event).

- Review Refreshing Mountain [Guidelines](#).

Information you will need from us: [Retreat Etiquette & Emergency Info](#), [Campus Map](#), [Packing List.](#), and [Release Waiver Form \(English or Spanish\)](#).

TO DO CHECKLIST:

30+ Days Before

- Submit Meeting Room setup requests to Refreshing Mtn. and reserve [Audio/Visual](#) (if needed).
- Submit Transportation plans to Refreshing Mtn. [Here are Local Bus Companies](#) we recommend.
- Submit PA Sales Tax Exemption to Refreshing Mtn. (If you are a non-profit in PA then you probably already have one. If you are a non-profit outside of PA, then you can either apply for one, or just pay the sales tax). [Click here for the application.](#)
- Submit Certificate of Liability Insurance. You will need to contact your organization's insurance provider and ask them for a copy of this. (This is not something you need to collect from each individual guest, but from your organization). If you do not have an organization, let us know. Refreshing Mtn. does not need to be listed as "additionally insured" on your policy, we just ask to be listed as a "certificate holder").
- Submit [Menu Request Form](#).
- Confirm your snack plans with Refreshing Mtn. There are 3 options to pick from. [1. Snack Options \(most popular\)](#), [2. LIFE Café](#), 3. Or bring your own – in which case you would need to reserve a place to eat them. Eating them in your meeting room is fine **unless** you are using Meeting Room K, H, or Gym #2.
- Promote Event through Social Media. ([Use Refreshing Mountain's Retreat Marketing Kit](#)).

TO DO CHECKLIST:

2 Weeks Before

Submit [Refreshing Mtn's. Final Numbers Spreadsheet.](#)

If needed, you can find the layout for each room here: [Bunks.](#) [Lodges.](#) [Cabins.](#) [Private Rooms.](#)

Adjust the Activities reserved at Refreshing Mtn. to match final numbers (if needed).

Email a copy of Refreshing Mtn's. menu to group members that have food allergies. Click here to see our [Current Menu](#). This will be updated for your event about 10 days before you come.

Review Refreshing Mtns. Checkout Procedures.

- [The Retreat Etiquette & Emergency Info](#) shows the Checkout procedures for Lodges, Bunks, Private Rooms, and Meeting Rooms.
- [Cabin Checkout](#) shows the checkout procedures for the Cabins.

Review the [Did I Forget Anything Checklist](#).

Arrival

Hand in Payment.

Hand in [Release Waiver Forms](#) (if doing activities).

Take a deep breath and have fun!