

# RETREAT PLANNER'S TO DO CHECKLIST:

## 60+ Days Before

- Submit your Preliminary Schedule to [suzanne@refreshingmountain.com](mailto:suzanne@refreshingmountain.com).

Include check-in times, checkout times, mealtimes, and recreation space that you want to reserve. This is also the time to let Refreshing Mountain know which activities you would like to do. See the [Activity Catalogue here](#) and note the 25% Advance Planner Discount. (This discount expires within 60 days of your event). Please include which activities you would like on your Preliminary Schedule.

- Review these documents:

Refreshing Mountain's [Guidelines](#), [Retreat Announcements and Emergency Contact Info](#), [Checkout Details](#), [Campus Map](#), [Packing List](#), and Release Waiver Form ([English](#) or [Spanish](#)).

# RETREAT PLANNER'S TO DO CHECKLIST:

## 30+ Days Before

Submit Meeting Room setup needs to Refreshing Mtn. and rent [Audio/Visual](#).

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.

Tell us your snack plans. You can choose [Refreshing Mountain's Snack Options](#), [LIFE Café](#), or Bring Your Own. If you bring your own, you will need to reserve a place to eat them (pavilion, campfire, dining hall, etc.). Eating them in your meeting room is fine *unless you are using Meeting Room K, H, or Gym #2*.

[Promote Event through Social Media](#)! We have plenty of photos and videos for you to use! 😊

## RETREAT PLANNER'S TO DO CHECKLIST:

### 2+ Weeks Before

- Submit [Refreshing Mtn's. Final Numbers Spreadsheet](#)  
Room Layout: [Bunks.](#) [Lodges.](#) [Cabins.](#) [Private Rooms.](#)
- Adjust your activities (if needed). No changes to reserved activities are allowed within 2 weeks arrival.
- Email Refreshing Mtn's [Current Menu](#) to guests with food allergies. (This link will automatically update about 10 days before your arrival).
- Review Refreshing Mtns. [Checkout Details.](#)
- Review the [Did I Forget Anything Checklist.](#)

### Arrival

- Hand in Payment and [Release Waiver Forms](#) (if doing activities).
- Receive a welcome packet from Refreshing Mountain Front Desk.
- Take a deep breath and have fun!