



## Group Organizer Checklist & Timelines – Retreats & Conferences

### UPON RECEIVING CONTRACT

- Read and sign the Guest Group Facility Use Agreement / Booking Contract.
- Confirm your group Off-Property Liability Insurance details.

### WITHIN TWO WEEKS OF RECEIVING CONTRACT

- Return your Guest Group Facility Use Agreement along with the deposit to Camp IAWAH within 14 days of receiving your contract package.

### TWO WEEKS PRIOR TO YOUR EVENT

- Ensure that all Guest Group Member Agreements are signed and collected.
- Communicate food allergies and diet restrictions to IAWAH no later than two weeks prior to the dates of your visit.
- Communicate physical limitations and or health concerns to IAWAH, so adjustments can be made for full participation.
- Inform all leaders and chaperones of their responsibilities as outlined by IAWAH.
- If desired, you may request floor plans to assist in assigning rooms for your guests; these can be found at:  
[www.iawah.com/retreats-conferences/#bookings](http://www.iawah.com/retreats-conferences/#bookings)

### ONE WEEK PRIOR TO YOUR EVENT

- Send a copy of your group's program schedule to IAWAH no later than one week prior to your event.
- Prepare a first aid kit suitable for the anticipated needs of your group.
- Arrange for a vehicle that remains on site during the retreat in the event of a medical emergency.

### WHEN YOU ARRIVE, MEET YOUR IAWAH HOST TO:

- Hand in your signed Guest Group Member Agreements
- Confirm final numbers and dietary needs