

**Group Name:**

**Group Leader:**

**Date:**

**10 DAYS IN ADVANCE:**

\_\_\_ Submit complete and binding head count to Conference Ministry Director. Rhodes Grove will concede to 2 cancellations (within the 10 day window prior to the conference). It is the responsibility of the guest group leader to inform guests of this policy. Rhodes Grove will not deduct/refund monies from the final billing outside of 2 cancellations. Rhodes Grove suggests a waiting list in the event of last minute cancellations.

**Be prepared to finalize the following details during the call:**

\_\_\_ Leadership arrival day/time \_\_\_\_\_  
\_\_\_ Guests arrival time \_\_\_\_\_  
\_\_\_ Departure time \_\_\_\_\_  
\_\_\_ # of extra nights stay (before or after conference) \_\_\_\_\_  
\_\_\_ First meal/Last meal \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Any known food allergies \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Meeting room set-up needs (audience style, conference style)

\_\_\_ Equipment needs:  
   tables - \_\_\_ 8' heavyweights \_\_\_ 8' lightweights (white)  
   \_\_\_ 6' conference (dk narrow) \_\_\_ 5' conference (light narrow)  
   \_\_\_ LCD projector \_\_\_ sound system \_\_\_ mics \_\_\_ lecterns  
   \_\_\_ music stands \_\_\_ white boards \_\_\_ flip charts \_\_\_ mini refrigerators

\_\_\_ Campfire  
\_\_\_ Activities Package  
   \_\_\_ Pool \_\_\_ Swing \_\_\_ Zipline \_\_\_ Waterslide \_\_\_ Horses

\_\_\_ Cabin rentals            \_\_\_ Woodland            \_\_\_ Highland  
\_\_\_ Retreat Center  
\_\_\_ Kauffman Lodge  
\_\_\_ Pavilion  
\_\_\_ RV Sites  
   \_\_\_ full service            \_\_\_ partial service            \_\_\_ primitive