

Coordinator Checklist

Thank you for selecting Wolf Mountain for your retreat! This list provides an overview of required items and deadlines to ensure everything is ready for your visit. Please note that Week 1 marks your arrival week; retreats scheduled earlier in the week should plan accordingly to meet the deadlines. We look forward to collaborating with you and supporting you throughout this process.

Weeks 8–7

- **Review your custom group web page**
- **Connect with WM Coordinator about schedules and potential activities**
- **Distribute information to individual attendees** (See “Information to Share with Attendees” on your web page). All attendees must submit a Wolf Mountain registration form. Online registration is preferred. Please discuss alternative options with your coordinator.

Week 6

- **Submit activity selections**
- **Submit updated camper numbers / estimate**
- **Submit schedule draft**
If helpful, we can create a schedule for you. Please provide your activity selections and session details (amount, length, style).

Week 5

- **Confirm schedule and activities**
Any requests for major schedule changes (activity swaps, sessions added, etc.) should be made during this week. If schedule information has not been given, we reserve the right to provide a schedule for your group.
- **Provide speaker’s cabin information**
Please let us know if anyone else (spouse, family members, other leadership) is expected to stay with your speaker.
- **Request use of additional cabins (if needed)**
Additional costs may apply.

Week 4

- **Submit Certificate of Insurance**
- **Submit A/V Checklist**
- **Schedule Approval**
We will review your schedule and communicate any area needing adjustment or clarification. Minor schedule changes may still be possible at this time.

Week 3

- **Submit special diet info**
How many people are interested in using our substitutions? What allergies should our kitchen be aware of?
- **Submit updated attendees number**
We will send a tentative invoice based on this number. Please include any partial attendees’ arrival / departure times and meals.

Week 2: Due one week prior to start date

Example: for retreats starting on Thursday, these items should be sent by the previous Thursday.

- **Submit Cabin Assignments form (fillable PDF from Wolf Mountain)** We will send a final invoice based on this document. Please confirm any partial attendee plans with your coordinator to ensure a correct invoice.
- **Review list of registered campers and remind any unregistered attendees to register**
- **Submit Sponsor List** (kids’ camps only)
- **Sponsor Agreement** (kids’ camps only)
If bringing paper forms, ensure that adult sponsors have filled out the Sponsor Agreement on their registration form.
- **Distribute directions to any drivers**

Week 1: Arrival Week

- **Bring check or payment method to pay upon arrival**
- **Bring any remaining forms not previously submitted.** Minor changes such as final camper numbers and cost adjustments can be accommodated upon arrival at the office.
- **For adult retreats, all attendees should check-in at the registration office upon arrival.** Any late arrivals should inform the office of their new arrival time and pick up a prepared information packet at the front office upon arrival. The office number is 530-273-8709.

