

Trailhead Coordinator Checklist

Thank you for selecting Wolf Mountain's Trailhead facility for your retreat! This list provides an overview of required items and deadlines to ensure everything is ready for your visit. We recommend submitting all required forms in advance to help provide an interruption-free retreat. 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 to discuss any questions and ideas**
- **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.

Weeks 6–5

- **Submit Activity Selections**
Choose which free-time activities you would like to use. If premium activities are selected, we will communicate scheduling options to you based on staff availability.
- **Submit Certificate of Insurance**

Weeks 4–3

- **Submit A/V Checklist**
- **Premium Activity schedule confirmed (if needed)**
- **Submit camper and cabin number estimates**
Please include any tent use requests and partial attendee details (campers attending but not staying overnight). We will send a tentative invoice based on cabin / tent / day attendee information plus any premium activities.

Week 2: Due 1 week prior to start date

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

- **Submit Cabin Assignments form (fillable PDF from Wolf Mountain)**
Confirm any tent use and partial attendee options so our office can send a final 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**
- **Bring any remaining forms not previously submitted.** If your arrival will be after 6:00 p.m., we will set a time to meet and settle any remaining details by lunch the following day.

