



## Guest Group Checklist

- Counselor Information Sheet
- Voluntary Disclosure – we will perform a background check on ALL counselors

### **To do two weeks before arrival at Emmanuel Heights! Woo Hoo it's almost retreat time!!!**

**(date     /     /     )**

- Turn in all camper and counselor forms – make a copy for your records and bring it with you!
- Be sure all dietary and other special needs are disclosed to us!
- Be sure to request that security deposit check for the sports equipment from your church treasurer!  
We require a \$200 COMPLETELY REFUNDABLE deposit to use all our stuff!  
We also require a \$200 COMPLETELY REFUNDABLE deposit for audio visual stuff!
- Fill out the on-line checklist so we can start planning at our end.

### **Today's the day! We are going to camp today!!!**

**(date     /     /     )**

- All campers accounted for?
- Do you have your stuff? Clothes, teaching materials, you know, all the things you will likely forget because you have so much else on your mind!
- Don't forget those copies you made of the campers' and counselors' information packets.
- How about that deposit for the sports equipment?
- Do you have gas in the tank?
- How about the directions to get here?
- Remember to pray with your group! We want everyone to get here safely!

Ok – I think I remembered to remind you of all the stuff I know about. Just know that God will still show up even if you forget something! Sometimes He might even want you to forget something so you have to rely on Him a little more. We are all here to help you and your group get that quality time with God - away from all the distractions of the world. I know the people here and can assure you that your retreat is the most important thing to us all while you are here. Please do not hesitate to ask us for help. Even if it is early in the morning and no normal person should be awake – you can call me. I might be a little groggy until I figure out what is going on, but I don't mind. If you cannot get in touch with anyone in the office, you can call me at home any time. My number is 805-237-2780 and it is posted by the phone outside the Dining Hall for you while you are here.

Sincerely,  
Adam Reed  
Emmanuel Heights Assistant Director