

## KIAH RIDGE CONFERENCE CENTRE Organiser's Checklist

### ONE YEAR AHEAD:

- \* Choose a site, visit: <http://www.venuefinder.com.au>
- \* Visit the site before booking and consider the following:
  - size of site & your expected numbers
  - the accommodation needs of your group
  - size of meeting rooms
  - recreational facilities
  - caterings, duties and rosters
  - suitability for children
  - current fees
  - availability at the time you require.
- \* Book a CVA Member Site. Pay the required deposit and understand the requirements and terms for minimum numbers &/or cancellation.

### Speaker:

- \* Decide on the aims & objectives of your retreat. Choose a topic.
- \* Invite a speaker in writing and ask for a written reply.
- \* Consider how the topic complements the aim of your group for the whole year.
- \* Inform the speaker of the audience size and composition, and the aims of the retreat.
- \* Decide timing for talks and discussion groups.
- \* Check with the speaker if there is to be a fee. If not, consider an appropriate gift.

### 8 MONTHS AHEAD:

Assemble a Retreat or Camp Committee. Their responsibilities include:

- \* Establish cost per person, include overheads
- \* Plan programme - include structured & unstructured free time - check meal times with site
- \* Entertainment
- \* Duties. Eg: meal & cleaning rosters
- \* Prayer and small groups
- \* Music
- \* Bookstall
- \* First aid
- \* Catering - cooks food, set up site if necessary.

### Advertising:

- \* Produce a registration form
- \* Distribute registration form and start announcing.
- \* Consider a time payment scheme
- \* Start Collect registrations and fees

### 4 MONTHS AHEAD:

- \* Reconfirm booking and prices
- \* Continue advertising & collection of registrations Finalise programme - check with:
  - \* Speaker - that all is still OK
  - \* Musicians
  - \* Children's programme organisers
  - \* Any other outside help

#### 5 WEEKS AHEAD:

- \* Provide detailed publicity, maps
- \* Get committee to personally invite others to come to camp.

#### Start work on:

- \* Rosters
- \* Transport
- \* Audio visual requirements

#### 1 to 2 WEEKS AHEAD:

(Expect last minute cancellations and applications)

- \* Finalise applications
- \* Collect Fees
- \* Arrange transport and rooming
- \* Phone site with final numbers and any special dietary needs
- \* Check payment arrangements with the site, many require payment before leaving
- \* Reconfirm with those involved in programme that all is OK
- \* Supply copy of programme to campsite
- \* Check speakers needs - eg: Overhead Projector, data projector, photocopying, Whiteboard etc

#### ON ARRIVAL:

- \* Ensure an organiser is first at site
- \* Meet the site manager, finalise any last minute changes to programme or numbers
- \* Issue name badges to campers as they arrive
- \* Direct campers to their rooms
- \* Collect outstanding fees

#### BEFORE LEAVING THE SITE:

- \* Ensure all cleaning duties are completed to managers satisfaction
- \* Remove all decorations & notices
- \* Finalise and pack up bookstall
- \* Place all site equipment back in its correct place
- \* Collect lost property and take with you
- \* Notify manager of any damage caused by your group
- \* Settle the account & consider rolling your deposit over for next year

#### AFTER THE RETREAT:

- \* Arrange a final meeting with the committee to evaluate the programme and all arrangements. Pass this evaluation onto the new committee
- \* Book a CVA Member site for the following year.