

Retreat Checklist

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We know planning a retreat is hard work, and often times occurs months before you even arrive at our facilities. We want to do our part to help make your retreat as successful, memorable and stress free as possible for you and your group.

Below is a checklist to help you better prepare for your next weekend or week long retreat. We look forward to seeing you here!

- _____ 1. Contact South Carolina Lutheran Retreat Center's staff and set up your reservation!
(Be sure to determine check-in & check-out times, lodging, meeting space requirements, meals, or other planned activities)
- _____ 2. Submit a signed copy of your booking contract and a 30% deposit.
(Please send within 14 days of making initial reservation. Dates will be released to other groups if contract & deposit is not received after this time.)
- _____ 3. Plan your retreat! – If there's anything we can do to help, just let us know.
- _____ 4. 30 days prior to your retreat - Contact us with updated numbers and submit payment for remaining balance. (Additional charges will be invoiced)
- _____ 5. 30 days prior to your retreat – If using the retreat center's meal service, inform staff of any dietary restrictions or food allergies.
- _____ 6. Fill out a ropes course waiver (if applicable) before arriving at Camp Kinard.
(Waiver can be found at www.sclrc.com/campkinard.html)
- _____ 7. Fill out a housing assignments form before arriving at Camp Kinard/Coastal Retreat.
(Form can be found at www.sclrc.com)
- _____ 8. Pack for your retreat
(Remember - some groups will need to pack bedding, pillows & towels)
- _____ 9. Check-in at and pick up your welcome packet
(This will have room keys and all the info you'll need for the weekend!)
- _____ 10. You're here! Have fun and enjoy your retreat!
- _____ 11. Check-out and ask our staff about buying a souvenir t-shirt or cup.
- _____ 12. Fill out a survey and let us know about your weekend.
- _____ 13. Relax, take a nap...then plan your next retreat at one of the South Carolina Lutheran Retreat Centers!

*If you have any questions, please contact Hospitality & Communications Coordinator,
Elliott Cox - (803) 532-2235 or elliott@sclrc.com*