

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.