

The Camp Ministries team is excited to host your group event at Camp Winnekeag! A **Rental Group Checklist** has been developed to aid in the organization of your event. This outline is only meant to assist in planning for the details of events that sometimes are overlooked and help to facilitate a smooth program and communication for all involved. It is not intended to be complete, as group needs, and focus vary.



Rental Group Leader Checklist

Event General Information

- What is the purpose of the event?
 - Fellowship/Church or Group Retreat
 - Training
 - Team Building
 - Other
- What age(s) is the event geared for?
 - School-age (i.e. Adventurers/Pathfinders/Outdoor School)
 - Teens (i.e. Leadership Retreat/Teen Ignite)
 - Young Adults (i.e. SPARK)
 - Adults (i.e. Health or Prayer Ministries)
 - Families (all ages)
- How long will the event be?
 - One Day
 - Weekend (Friday-Sunday)
 - Weeklong
 - Other
- Guest Speaker(s)?
 - Honorarium
 - Travel Expenses
 - Presentation Schedule
- Registration Information- Adults and Children with Guardian Attending
 - Name of all participants
 - Address
 - Phone
 - Email
 - Clothing Size (if doing giveaway or uniform)
 - Food Considerations (If Camp Winnekeag is cooking, see list under Food Service section)
 - Lodging Accommodations
 - Medical Concerns/Consent to Treat Forms (for minors without guardian attending)
 - Other event specific information
- Camp Policies
 - Complete Camp Winnekeag Policies are available online at www.campwnkg.org.
 - Does your event adhere to the Camp Winnekeag policies?
 - Liability Insurance Coverage (for groups **not** affiliated with the Southern New England Conference of Seventh-day Adventists)
 - Supervision of Minors
 - Medical personnel
 - Emergency Procedure group communication
- Group Communication
 - Radio Checkout
 - Camp Winnekeag has 5 portable radios that the group leader may choose to check out to communicate with other adults in their group or the Camp Winnekeag staff during the event.

Audio-Visual/Sound Team Support

- For SNEC ministries and churches, coordination for sound systems and audio-visual technical support can be coordinated with conference AV team.

Scheduling Considerations

- Group Leader Arrival (This must be before the group arrives so the group leader can coordinate the arrival and care for their group.)
- Group Check-in/Welcome time and where will registration take place
 - Lodging Assignments & Map (if needed)
 - Schedule/Program of Event
 - Camp Map
 - Giveaways/Welcome Bags
- Meeting Times- where will the meetings be and who will be the meeting host/coordinator.
- Activity/Free Times
- Parking Coordinators (for large events)
- Supervision Assignments (as needed)
- Mealtimes (allow time for service and eating)
 - Most groups should plan on a 30 minute serving time. Groups over 100 may need additional time and can work with camp personnel for more information.
- Transition time between meetings, activities and meals
- Group wrap-up/check out by contracted time
- Do the group leaders need to come prior (hours or day) to the groups' arrival for special set up/preparation? Is that need reflected on the Rental Request Form?

Lodging Assignments- Event Participants

- Speakers/Special Guests (VIP's)
 - Welcome Baskets/Gift
 - Special Accommodations
 - Family Accommodations
- Group Leader(s)
 - Special Accommodations
 - Family Accommodations
- Event Participants
 - Special Accommodations
 - Family Accommodations

Lodging Accommodations

Lodging accommodation maps are available online at www.campwnkg.org.

- Headquarters- Director's Apartment (4 person maximum)
- Headquarters- Guest Rooms #1-4 (2 person maximum per room)
- Eagle Eye Cabin (4 person maximum)
- Pathfinder Lodge (4 person maximum per room)
- Girl's Village (8 person maximum per bunk room & 2 person maximum per counselor room)
- Boy's Village (8 person maximum per bunk room & 2 person maximum per counselor room)
- Ellis Lodge (6 person maximum)

Food Service

All meals are vegetarian. The Food & Guest Services Manager works diligently to accommodate special dietary needs. These special accommodations must be indicated on the Meal Guarantee Form, which is due no later than 10 days prior to the groups' arrival.

Information that will be requested on the Meal Guarantee Form includes:

Indicate the **number of individuals** that have the following dietary restrictions. **This should be asked of each participant when registering for the event.**

Allergies

Gluten

Soy

Eggs

Dairy

Peanuts

Tree Nuts

Other- please specify _____

Vegan (milk & dairy free)

Indicate if the group has a menu preference(s).

Ethnic Food Preference- Preferences will be taken into consideration in menu planning.

Chinese

Ghanaian

Haitian

Hispanic

Korean

Portuguese

Other- please specify _____

Primary Group Type

School-age Children

Teens

Young Adults

Adults

Families (ages 4-104)

Small Meeting Space/Breakout Rooms

- Eagle Room (connected to Activity Center)
- Hawk/Falcon (connected to Cafeteria)
- Pathfinder Lodge Common Area
- Waterfront Fire Pit
- Items to consider
 - Tables
 - Chairs
 - Audio Visual
 - Mic(s)
 - Projector
 - Screen
 - Computer Connection
 - Signage- Group Provides
 - Table Skirts/Tablecloths- Group Provides

Large Meeting Space

- Activity Center
- Cafeteria (dependent on group reservations and size)
- Items to consider
 - Tables
 - Chairs
 - Audio Visual
 - Mic(s)
 - Projector
 - Screen
 - Computer Connection
 - Stage (Activity Center only)
 - Stage decorations
 - Signage- Group Provides
 - Table Skirts/Tablecloths- Group Provides