

# Cross Roads Camp and Retreat Center

## Retreat Planner

Thank you for choosing Cross Roads for your retreat! We look forward to hosting you. This sheet is designed for your use in preparation for your time here. Please feel free to contact us if you have any questions.

### Before your retreat:

- Review, sign and return your contract with your deposit.
- Bring (or mail/fax) a copy of your certificate of insurance for our records.
- Inform participants (and/or parents) of:
  - Location of Cross Roads (directions are enclosed and at [www.crossroadsretreat.com](http://www.crossroadsretreat.com))
  - Cross Roads' Retreat Group Policies, plus any other guidelines you may have for your group and make sure all participants understand them. Some groups like to do a covenant for their time together.
  - What to bring: sleeping bag or sheets, pillow, outdoor clothes, raingear, toiletries, towel, plus any other materials, snacks, etc. that you will want for the weekend.
  - What not to bring: alcohol, illegal drugs, pets, or weapons. To help build community within your group (and create a space that is truly a retreat from the 'noise' of daily life), we also encourage individuals to leave electronics at home.
- Emergency Preparedness:** You are responsible for any first aid and emergency care for your group. Create an emergency contact list for each participant, *including leaders*. Leave one copy at home with a central contact person, bring one with you, and have one for your Cross Roads Retreat Host. We suggest that at least one adult with each group be certified in CPR and First Aid, and that you bring a basic first aid kit.
- Please inform Cross Roads of your final numbers and any special needs (dietary/vegetarian, mobility, etc.) at least two weeks before your event so we can adequately prepare for your food service and other special arrangements.

### Arrival:

- If your group will be arriving significantly later than your contract's check-in time, please call and leave a message at the Cross Roads main office number: (908) 832-7264.
- Please drive only on camp roads, and park in the lots/areas marked on your Facilities Map.
- Check in with the Host for your orientation, give the Host emergency contact information, insurance certificate, and balance due.
- Meal times are: Breakfast 8:30, Lunch 12:30, Dinner 5:30. Your assistance may be needed to help set up the dining hall before each meal. Please check with the Host for details.

### Departure:

- Review the departure checklist to clean up after yourselves, and double-check your retreat building for personal belongings or supplies.
- Inform the host of any damages or facilities in need of attention.
- Complete Retreat Evaluation Forms (from the Host).
- Drive safely!