

Transfiguration Retreat Leader Checklist

Please read through the following list. There are many items here that are due two weeks before your retreat. Getting this information to us in a timely manner helps us prepare for your visit so things run smoothly for you. Thank you!

- 1) The online information form must be completed 30 days prior to your retreat.
(Info needed: arrival time, departure time, first and last meal, set-up needs, religious service needs)
- 2) The online guest list must be filled out 2 weeks before the retreat. See email for instructions.
- 3) Because of the grade school on campus, **ALL guests must complete a simple background check**. This takes just 1 minute to complete online (name, address, DOB) and simply checks names against the national sex offender registry – nothing more. The results of this background check will come to us.

Here are the link and instructions: <https://secure.safevisitorsolutions.com/safe/visitor/007055>

On the first page, for building, please select Transfiguration Spirituality Center.

On the second page, for person visiting, please list the name of the retreat.

- 4) Payment is due on or before the beginning of your retreat. Checks can be made out to TSC, or you can pay online using a credit card. If you would like to use a credit card, let us know and we will send you an invoice with a payment link.
- 5) Group leaders must plan to check in well before (1-2 hours) the other guests, especially if you have not been here before. This gives you time for us to give you an orientation before you start to check in your retreatants. For groups arriving on a Saturday or Sunday, group leaders must come on a weekday before your event for orientation (we can make exceptions for out-of-town groups).
- 6) We need a count of how many cars you will have on campus in order to provide parking passes.
- 7) All guests must bring their own refillable water bottles. No single-use bottles are allowed. We have filtered water dispensers available to all our guests, but you must provide your own water bottle.
- 8) This is a reminder that the only pets allowed in our buildings are service animals, and those must be reported to us ahead of time. There is a \$150 fee for cleaning up after non-approved animals.
- 9) All outside doors must remain closed unless you are imminently moving items in and out of the building or unless someone is stationed at the door. Please DO NOT prop doors open!