We are pleased that you are bringing your group to Rosario. Here are some hints to make your task as group leader more fun and less stressful . . . 😊

**PUT TOGETHER A PLANNING TEAM** to help you with the many details of your event - two or three hard-workers can reduce your stress level significantly! The planning team should develop goals for the event, organize registration, collect funds, set up schedule, assign music and speakers, etc.

**ADVERTISE AND PUBLICIZE** the dates and details of your event as soon as you know them.

**DISTRIBUTE “FORMAL” PUBLICITY** (flyers, applications, etc) as far in advance as possible. Set a registration deadline so you can complete the reservation process on time. Encourage people to sign up early!

**COLLECT FEES** and fill out the “Guest List” and return it to us. This information is helpful for guest check-in and to ensure that lodging is available for your registered guests.

**REMEMBER** to notify us immediately if you need to change your reservation. This will allow us to make the appropriate financial adjustments. Once your original reservation has been made, remaining facilities and lodging will be made available to other groups or individuals. All reservations subject to our Cancellation Policy.

**INFORM YOUR GROUP!** Provide all your participants with a copy of the map to the facility, a schedule, policies, and a “what to bring” list. Be sure to inform anyone visiting the campus of the “No Pet” policy. Informed guests are happier guests!

**ARRIVE EARLY!** The planning team should arrive at the Marine Station in advance of the other participants. A member of the planning team can greet the participants and help them find their accommodations. Some groups like to put special goodies and a welcome note in each of the cabins. These are special touches that add to the experience.

**USE NAMETAGS!** If there is even just one person in your group who might not know the name of someone else, nametags can make getting acquainted easier.

**PLAN A THEME!** Invite a special speaker, bring decorations for your meeting area or have colorful bulletins! Be sure to allow plenty of time in your program for relaxation and enjoyment of the outdoors . . . have an outdoor scavenger hunt, Walk-Through-the-Bible program, etc. Make sure you plan things to do for the children and young people in your group.

**EVALUATE!** Ask your group for suggestions before and after your retreat and incorporate them in your next visit.

**PRAY!** An experience away from the hustle and bustle of everyday life can renew the spirit and draw one closer to our Creator.

Revised September, 2017. Subject to change at any time.