



Timeline for Retreat and Camp Planning

Below is a sample timeline of what is due in preparation for your retreat or camp.
A timeline, specific to your group, will be emailed to the group leader during the reservation process.

2 weeks after making reservation:

1. Signed contract (requires 2 separate signatures)
 - For returning summer groups: the signed contract will be due by October 31st.
2. Non-refundable deposit
 - For summer groups: a 2nd deposit will be due at some point between the 1st deposit and the camp dates; typically due in Mid-January or Mid-April
3. Certificate of Liability Insurance from church or ministry with Camp Baldwin listed as certificate holder

1 month before arrival:

1. Completed activity request and added fee activity request forms
2. A copy of your camp schedule

2 weeks before arrival:

1. Submit final count to camp office
2. Submit any food allergies to camp office
3. Share Guest information sheet with all guests
4. Notify camp office if you do not want any pictures or videos of guests in your group used by Camp Baldwin

Upon Arrival:

1. Group leader: plan 10 minutes into the very beginning of your time here to:
 - a. Check in to office to get keys and wristbands
 - b. Submit final payment to camp office
 - c. Turn in signed (and witnessed) individual liability release forms for every member of your group.
2. For youth and children's groups, please plan a 10 minute time period at the start of your camp/retreat for a Camp Baldwin staff member to meet with your group for a brief orientation