

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for:

Coordinating yearly retreat in preparation for contest

Yearly retreat held at Summers Mill Retreat Center

- Contact person is Leah Guice (leah@summersmill.com) or Katie Mann
 - Summers Mill phone number is 254-969-6194
 - Contracts are signed at least 2 years in advance
 - 90 days before the actual retreat, a 25% deposit is paid according to the contract. This can be paid via check or chorus credit card.
 - The remaining 75% is due 30 days before the actual retreat. This can be paid via check or chorus credit card
 - Password: [re to president's files]
 - Privacy Code: [re to president's files]
- Use to verify check information

Meals at retreat

Summers Mill needs to forward us the name of the new catering company to use. The catering company provides us breakfast and lunch on Saturday.

- Contact the catering company 60 days prior to the retreat to secure the meals
- 30 days prior to the retreat review the menu provided and decide the meal choices for breakfast and lunch. Remember to be aware of chorus members who may have special dietary needs.
- 15 days out confirm the final menu and send along with check to secure the contract
- There is a special meal on Friday evening at 5:00 pm with the director, assistant director, president, choreographer and guest coach. Salads will need to be ordered for each and delivered to the meeting. The coach's meal is paid for by the chorus.

Rooms at retreat

The contract determines the arrangement of rooms, however, we always request the Bluebonnet Lodge. This has 12 rooms which is sufficient for our needs.

- Set up a sign in sheet 30 days prior to retreat with availability of 11 rooms for chorus members and director. The 12th room is for the coach.
- Set up payment schedule after members sign up for rooms to let them know how much they owe.
- Work with Gail Eltgroth to put together a room chart for all members. Summers Mill will provide the lay out of the rooms.
- Pick up the room keys on Friday by 3:00 pm to distribute to the chorus members.
- The housing coordinator collects all the keys for return on Saturday morning.

Coach

Arrangements will need to be made to pick up Coach at the airport in Austin and then delivered back there on Saturday evening after the retreat is over. CKS normally does this.

Risers

Summers Mill has a man, Bill, who will coordinate with Edward at the CAC to pick up the risers on Friday morning, transport and set up in the Yellow Rose Conference Center. They will be returned to the CAC on Monday morning. His phone number is 254-493-8637

Snacks

Each chorus member is encouraged to bring snacks to share on Friday Night and during the day on Saturday. The snacks will in the Bluebonnet kitchen on Friday, but must be moved to the Yellow Rose on Saturday.

Make sure the Bluebonnet is policed and all trash is bagged for removal of the cleaning crew. Any dishes used during the stay must be washed and put away.

Games and Secret Sister

A Rah Rah coordinator(s) will be appointed to set up a fun game night/activity after the Friday night rehearsal. She/they will also provide signup sheets for the Secret Sister program that we participate in the 6 weeks before contest. This task can be held by 2 people if so wanted.

Coordinators Needed for the Retreat

Overall Coordinator
Room Coordinator
Meals Coordinator
Secret Sister Coordinator
Games Coordinator
Clean Up Coordinator