

# **How to Plan Your Conference at Word of Life Florida**

We have written this to help you, as the group leader, to effectively plan your conference here at the Word of Life Florida Conference Center. This will walk you step-by-step through the process that we have, and let you know what we need from you.

## **Step 1: Planning**

Form a planning committee that will be your core group that will be coming to the retreat. You will want to make sure that everybody has an important part in the planning and that no one person is dominating all of the details. This will help with unity in your core group, which will then spread to the rest of your group. You will want to start your planning at least 10 months in advance, but usually 1 year in advance is the best. Consult your church/school/company calendar and pick two or three dates that are possible for everyone. Take a series of polls to determine how many are interested in going to the conference and which dates are best for them. Have all of this information accessible when you move to the next step. Plan a trip to tour Word of Life Florida. Please schedule this with the Ministry Conference Office at least two days in advance. If it is not possible to come to Word of Life Florida, encourage everyone to take our virtual tour online at [www.wol.org/florida/vtour](http://www.wol.org/florida/vtour).

## **Step 2: Booking**

Call or email the Ministry Conference Office with all of your information. You will want to do this as early as possible, as we are currently booking groups 10 months in advance. Please have the church/school/company address and phone number ready, as the group will be booked under this name. You will be given a temporary reservation while your contract is pending. Your contract will be sent to you within 2 weeks. You will then have 30 days from the date on the contract to read the contract, sign and date it, and return it along with the non-refundable, non-transferable deposit. This amount will be outlined for you on page four of your contract. Once we have received the contract and deposit, you then have a permanent reservation. Please note that if you are a non-profit organization, all payments *must* be made with a church/school/company credit card

or check. If we receive any personal payments, we will have to charge tax on all prices.

### **Step 3: Registration**

This step is probably one of the most important steps, and the one that will take the longest to complete. Start your registration right away. Advertise in the church bulletin, or on the school/company message board. Have the pastor or someone make an announcement from the platform. Use a high traffic, prominent place for your registration. Let people know the dates, the costs and what to expect from your retreat. Establish a registration deadline that gives you enough time to organize everything before Word of Life's four-week deadline. Think about charging everyone \$5-\$10 more than Word of Life's cost so that you can take care of other expenses, i.e., snacks, conference room prices, etc. Make sure that you obtain as much information from each person or couple as possible. Such things needed are name, address, phone number, number of people coming, number of kids coming and their ages. Keep this information neat and accessible, as Word of Life Florida will need all of this information four weeks before you arrive.

### **Step 4: Communication**

This is a vital part of the entire process. You can make a phone call, write a note, send a fax or an email to keep the Ministry Conference Staff up to date on your progress. The more we get to know you, the more we can help you. We want to make your stay here at Word of Life Florida the most enjoyable it can be.

### **Step 5: Confirmation**

Since Word of Life Florida does have a four-week-before-you-come deadline, you need to be planning that way. You will want to make sure that you have a definite number by that date. After that date, we may be able to add rooms if we have the availability, but that number is the minimum that you will be charged. All paper work including the Rooming List and Guest Information sheet *must* be in by that date. Also, all special requests or things that you would like need to be submitted no later than three weeks before you come. We cannot honor any special requests after that time.

### **Step 6: Coming**

Set a time and place for everyone to leave from, or else make sure they have good directions and Word of Life Florida's phone number (727-856-7575) so they can arrive on time. Let everyone know what time they need to arrive by in order to eat the first meal. Many times it is a good idea to car pool, or bring a van or bus, depending on your needs and individual situation. Please bring a form of payment along with you so that we can settle the final bill before you leave. As a reminder, if you are a non-profit organization, please bring a church/school/company check or credit card so that you can keep your non-profit status, and we do not have to charge you tax. We will settle the final bill prior to check out so that we can include any additional charges that there might be.