



Dear Retreat Planner,

Thank you so much for choosing Phantom Ranch as the place to hold your retreat. We are so excited for the opportunity to partner with you and your group. Your retreat contract will be mailed to you and it needs to be returned with the deposit check. The following items are included to help both you and us make the retreat a great success:

- **Guest Policies and Registration Policies Sheets** – please read carefully and adhere to these
- **Activity Area Rules** – expectations that we have of your group concerning unstaffed activities
- **Meeting Room Information** – an in-depth description of meeting rooms
- **Retreat Planning Form** – please return at least one week prior to your camp date, via email.
- **Group Schedule Form** – a sample form which may help you in scheduling your activities. Meal times are not flexible.
- **Activities Checklist** – please return at least one week prior to your camp date.
- **Snack Option List** – please return at least one week prior to your camp date.
- **Paintball Waiver Form** - please hand out copies those attending retreat
- **Directions to the Camp/ Map of Camp Grounds**

The Retreat Information Sheet and the Phantom Ranch Guest Policies contains important information on *What to Bring, Cabin Safety, Directions*, and our "*Good Neighbor Noise Policy.*" It is very important that you read and adhere to the policies set forth in the Retreat Information Sheet and Agreement Form. As per Wisconsin Health Regulations, Phantom Ranch is required to have a record (name, address, phone number) of all campers on our property. In addition, it is extremely important that you have a signed medical permission form with a brief medical history of each camper under 18 years of age.

Final payment is expected upon your arrival with a church or organizational check. If you are uncertain of your exact numbers, we encourage you to estimate at least 90% of your total made payable with a group check and we will bill you for the balance. Due to IRS regulations, we will be forced to charge sales tax of 5% if we do not receive an organization check.

It is very important that you return the enclosed forms no later than one week prior to your retreat so that we are able to facilitate your group. They can be filled out, the information saved and e-mailed or the forms can be filled out, printed and faxed to 262-363-6941. Please call us with your numbers **3 days** before your retreat so we can confirm cabin assignments and numbers.

We look forward to serving your group. Please call (262-363-6940) or e-mail if you have any further questions.

Brooks Gallman
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