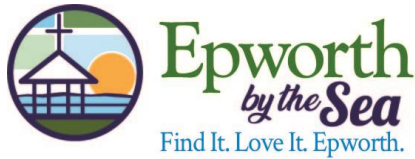




Conference, Retreat & Vacation Center

# Group Event Planning Guide



Thank you for choosing Epworth By The Sea Conference, Retreat & Vacation Center as the destination for your upcoming event. Over the next few pages, we have assembled information to help you host a successful event at our facility.

## **Event Planner Checklist**

Two Weeks (14 days) prior:

- Rooming list due
- Meeting room requirements (set-ups, A/V, coffee breaks and catered meals if appropriate)
- Copy of Group Schedule if creating
- Payment of estimated bill due prior to arrival.
- Preferred Method payment is by check
- Account Receivable arrangements must be made prior to arrival
- Past Due Balances are subject to a 2% monthly late fee
- Any credit card payment of \$1000 or more is subject to a 3% Processing Fee
- Final guaranteed numbers due

Please note that changes in room set-up or A/V requirements inside of seven days are subject to additional fees.

## **Table of Contents**

Group Rooming List .....	Pages 3-4
Meeting Room Setup Request .....	Page 5
Presenter Equipment Check-List .....	Page 6
Special Function Scheduling Requests .....	Page 7
Catering Order Form.....	Page 8
Guest Registration and Check-in Procedures .....	Page 9
Epworth By The Sea’s Mission Statement .....	Page 9
General Information.....	Page 10
Youth Code of Conduct .....	Page 11
Driving Directions to Epworth By The Sea.....	Page 12
Building and Grounds Map.....	Page 12

Please indicate if your group will arrive by:

Bus \_\_\_\_\_  
 Van \_\_\_\_\_  
 Individual Car \_\_\_\_\_

## Group Rooming List

Email this form to [epworth@epworthbythesea.org](mailto:epworth@epworthbythesea.org) or Fax this form to 912-634-0642.

**Group Event Name:**

**Conference Coordinator:**

**Group Contact:**

**Event Dates:**

**MASTER BILL PAYS FOR:**  NONE-ALL CHARGES GO TO EACH INDIVIDUAL  
 ALL CHARGES TO MASTER BILL  
 \*OTHER, PLEASE EXPLAIN BELOW

\*Other/notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please fill in the FIRST & LAST NAMES of those who will be staying in the rooms assigned to your group (see contract for number of rooms).

Room #	Check In/Out Days	Guest Name	Roommate Name(s)	No. of Adults	No. of Children (age 3-12)	No. of Teens (age 13-17)	Special Needs/Requests (Early/Late Arrival, Dietary Info, Payment Arrangements, etc.)
1111	Fri/Sun	John Doe	Joe Smith	2	0	0	Gluten Allergy

Room #	Check In/Out Days	Guest Name	Roommate Name(s)	No. of Adults	No. of Children (age 3-12)	No. of Teens (age 13-17)	Special Needs/Requests (Early/Late Arrival, Dietary Info, Payment Arrangements, etc.)
1111	Fri/Sun	John Doe	Joe Smith	2	0	0	Gluten Allergy

# Meeting Room Setup Request

Group Name \_\_\_\_\_

Contact \_\_\_\_\_

Meeting Date(s) \_\_\_\_\_

Meeting Times(s) \_\_\_\_\_

## Instructions

Please complete a request form for each meeting room used AND for each room set-up change. Indicate above the date and meeting rooms for each room.

1. Indicate which set-up you would like.
2. Specify how many chairs and/or tables your group will need (5 tables at no charge- each additional table will be a charge of \$5.00 plus tax and service charge for each. Table linens not provided.)
3. Determine if table linens need to be rented for tables (Each table with skirting, 85 x 85 table linen, and 52 x 114 table linen will be charged \$12.00 plus tax and service charge.)
4. Indicate other set-up preferences, if applicable.
5. Describe additional set-up needs.
6. Fill out a Meeting Room Presenter Equipment Check-List, if applicable.
7. Please send the completed form(s) to your group sales coordinator no later than 2 weeks prior to the conference.

## Set-up Preferences

Theater set-up

Classroom set-up

Semi-circle set-up

U-shape set-up with chairs

Chairs in a circle set-up

U-shape set-up with tables

Banquet

Conference hollow square

<b>Theater</b>	<b>Classroom</b>
<b>Semi-circle</b>	<b>U-Shape with chairs</b>
<b>Circle</b>	<b>U-Shape with tables</b>
<b>Banquet</b>	<b>Conference hollow square</b>

# Presenter Equipment Check-List

Name of Group: \_\_\_\_\_

Presenter: \_\_\_\_\_ Event Planner: \_\_\_\_\_

Dates(s) Needed: \_\_\_\_\_ Meeting Room: \_\_\_\_\_

**Presentation includes (check all that apply):**

- Microsoft Power Point (bring your remote if needed)
- Pre-Recorded DVD/CD
- Internet (You Tube, Skype, other website)
- Other (please specify): \_\_\_\_\_
- Presentation requires audio
- Bandwidth Required
- Will be bringing a band (we recommend bringing your own sound)

**Digital media will be run from:**

- Laptop (bring your own laptop and adapters)
  - Mac
  - Windows
  - Laptop make/model/year \_\_\_\_\_
- Tablet (bring your own table and adapters)
  - iPad
  - Android
  - Tablet make/model/year: \_\_\_\_\_

**Digital media will be displayed through:**

- LCD projector with screen
  - Bring your own projector
- Rent projector from Epworth By The Sea- \$75 plus tax per day
- Flat-screen TV- \$35 per day plus tax
- Please bring adapter to connect your device to ours

**Additional equipment needed:**

- \*Mics not available in all rooms.
- Wired microphone with stand
- Wireless microphone (handheld)
- Lapel microphone
- Flip-chart with markers- \$25 plus tax
- Whiteboard with markers
- Piano
- Easel
- Podium
- AV Cart
- # of Ext. Cords
- 18" Risers -\$50 Rental plus tax

## Special Function Scheduling Requests

### **Bonfire Pit:**

\_\_\_ Interested in Scheduling a Bonfire? Fee is \$25 plus tax per bonfire

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

### **Seasonal Pool:**

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

\_\_\_ Interested in Scheduling a private pool party? Fee is \$100 per hour

Date(s) Requested for private pool party: \_\_\_\_\_

Time Requested for private pool party: \_\_\_\_\_

### **Athletic Field:**

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

### **Basketball Court:**

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

### **Tennis Court:**

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

### **GAGA Pit:**

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

### **Adventure Challenge Ropes Course:**

Managed by Adventure Ministries, LLC. For more information and pricing, please visit:

[www.adventureministries.org](http://www.adventureministries.org) or call 912-223-8931.

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_ AM ½ day or \_\_\_\_\_ PM ½ day or \_\_\_\_\_ Full Day

### **Mission Volunteer Program:**

Many groups who stay at Epworth By The Sea are eager to help those in need. Group leaders know the enriching experience that individuals can have living out their faith by serving those who are less fortunate. Based on the needs and size of your group, we book and confirm your project, ensuring that the valuable mission volunteer work will benefit both your group and the community. We can coordinate meals for your crew if needed. More information and volunteer opportunities list can be found on our website:

<https://www.epworthbythesea.org/mission-volunteers.php>

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Project Location Requests: \_\_\_\_\_

# Catering Order Form

View Options at [www.EpworthByTheSea.org](http://www.EpworthByTheSea.org)  
All Food & Beverage items must be provided by Epworth By The Sea.

Name of Group: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Date	Time	Location	Items Needed	Quantity

## Boxed Lunches/Missed Meals:

Boxed Lunches needed to be picked up by?

Date: \_\_\_\_\_

Time: \_\_\_\_\_

# of Lunches: \_\_\_\_\_



# Guest Registration and Check-in Procedures

## Providing Room Keys:

- Group Master List: Group Leader may pick up all the keys for entire group if group master bill is responsible for all charges.
- Individual payment group members: Each guest (or party within a shared room) must check in individually. Room keys are ONLY to be given to the guest(s) for the room in which reserved. Keys will not be given out to group leaders or anyone else whose name is not listed on the reservation. This important security measure ensures that the correct guests receive the correct room keys and that no one else has access to that guest room.
- In the event of lost keys, photo ID must be provided to match the name listed in the reservation before new keys are issued. For security of all guests, Housekeeping and Front Desk staff must not issue keys or allow entry into a room without verifying that the person is listed on the reservation record for that room.

## Youth Group Events

- Youth are not required to provide ID and credit cards upon check-in as they are not legally responsible for their rooms and expenses. Instead, any incidentals or damages would be charged to an adult or group leader's credit card, or the group's the Billing Master or A/R account. Please refer to youth event code of conduct attached.

## Rooming List

- Upon arrival, if a new rooming list with changes is presented to the front desk, Epworth By The Sea will try and provide rooming changes, but this may or may not be feasible. Changes will delay check-in for all attendees.

## Epworth By The Sea's Mission Statement

Epworth By The Sea is an unparalleled Christ-centered hospitality ministry impacting lives for Jesus Christ by providing a premier conference and retreat center for worship, study and fellowship.

Our Conference, Retreat & Vacation Center warmly welcomes all Judeo-Christian groups, as well as secular and non-profit groups that offer wholesome, educational conferences and programs. We reserve the right to refuse or cancel any group event after they have begun if their program and/or philosophy is inconsistent with the vision, mission and purpose of this center.

# General Information

## Check-in/Check-out

- Check-in time is 4:00 p.m. at the front desk of the Pitts Administration Building.  
100 Arthur J Moore Drive  
St. Simons Island, GA 31522  
(please use this address for GPS directions)
- Check-out time is 11:30 a.m.

## Meals

- All attendees/participants are expected to have the meals listed on the contract. There will be no refunds for unused meals. If your group is planning to miss a meal listed on your contract, please notify the Group Reservationist. Although, meal credits are not given, we do not want to prepare and waste food.

## Pets

- No pets, except for service animals, are allowed in lodging facilities.

## Alterations of Premises, Defacement of Property, Damages

- No alterations or changes to the property shall be made without the prior approval of the Chief Operating Officer or authorized designate. Alterations include, but are not limited to, movement of interior plants, movement of equipment or relocation of furnishings.
- Group will be charged if damage is found or excessive cleaning is required.

## DÉCOR

- Burning of incense or candles is prohibited in any building except for use in corporate worship (with prior approval.)
- Glitter, gum, confetti, powdered paint, adhesive-backed decals, stickers and silly string may not be used or affixed inside or outside Epworth By The Sea facilities.
- Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any surface without Epworth By The Sea management approval. This includes surfaces throughout the inside and outside of all buildings. Check with your group sales associate for approved adhesives.

## Children Safety

- All group leaders should review the Epworth By The Sea Youth Code of Conduct and share it with all members of their group.

## Shipping

- Outgoing boxes require affixed return address label and a scheduled pick up time of within 48 hours.
- Incoming boxes need to be addressed to:  
Group Name  
Epworth By The Sea  
Coordinator Name/Meeting Planner Name  
100 Arthur J Moore Drive  
St. Simons Island, GA 31522

## Youth Code of Conduct

Please take a moment to go over the code of conduct with your group. We want you to have a comfortable and rewarding visit. Your adherence to this code will help us achieve all our goals.

- Epworth By The Sea is an alcohol-free, weapon-free and drug-free facility.
- Epworth By The Sea provides a “smoke free” environment for all of its guests. Please be courteous of guests and staff and refrain from smoking in any of our facilities. Smoking is permitted outside.
- Epworth By The Sea enforces the assembly-wide quiet time from 11 p.m. to 7 a.m. We ask that you respect your fellow guests and honor the quiet time.
- Group leaders and counselors are responsible for their group at all times.
- Fireworks are not allowed.
- Open Flame Devices: Due to their risk to life and property, candles, (including decorative, unburnt wicks, etc.) torches, incense and any other open flame devices are strictly prohibited inside all Epworth By The Sea Buildings and Hotels.
- Please conduct yourself in a manner that shows respect and consideration for fellow guests (i.e. no running in hallways, no playing in elevators, no unnecessary horseplay, no use of profanity or public displays of affection).
- Roller blades and/or skateboards are allowed in designated area only. Check with the Operator or Front Desk for these areas.
- When requesting additional keys at the Front Desk, please be prepared to identify yourself. Youth or children may be requested to return with an adult leader. This is for your protection. Keys to youth cabins provided to the adult(s)/Chaperones.
- Please be advised that you are responsible for any valuables left in your room. Epworth By The Sea assumes no responsibility for lost, stolen or damaged property.
- Youth Cabins have a curfew of 11pm. Please let your Epworth representative know if you have something planned after 11pm.

# Driving Directions to Epworth By The Sea

Easy to find, Epworth is located on St. Simons Island, Georgia, approximately one hour from both Savannah, Georgia, and Jacksonville, Florida.

After reaching Brunswick, Georgia, take the F.J. Torras Causeway east off U.S. Highway 17 to St. Simons Island. At the end of the causeway, stay in the left lane and continue north toward Sea Island Road. Go straight through the traffic light, staying on Sea Island Road. Turn left at the first street marked Hamilton Road and then right onto Arthur J. Moore Drive.

## Building and Grounds Map

