



Group Coordinators may use this checklist to help plan their reservation. All of the necessary forms are available on the [Planning Resources](#) page of the website.

Please submit all forms at least 10 business days in advance of your reservation.

STEP 1: CHECK AVAILABILITY

Use the [online form](#) to check availability for your stay, or call our Reservation Manager at (804) 288-6045.

STEP 2: REVIEW THE RESERVATION & BILLING POLICIES

Review the [Reservation and Billing Policies](#) information sheet.

STEP 3: FILL OUT PARTICIPANT INFO

Fill out the [Participant Info Form](#) for each person in your group.

STEP 4: FILL OUT REFRESHMENTS & EQUIPMENT ORDER FORM

Fill out the [Refreshments & Equipment Order Form](#) for your stay. This form includes Refreshment & Eucharist options and Special equipment needs: CD/Tape Player, LCD Projector, and Microphone & Speaker.

STEP 5: DISTRIBUTE INFORMATION TO YOUR GUESTS

Send or print out the Guest Information sheet for each person in your group. This form includes information about check-in, accommodations & facilities, dining schedule, activities, floorplans, and more.

STEP 6: PROVIDE MAP & DIRECTIONS TO YOUR GUESTS

Send the web link to the [Roslyn Google Map](#), or download the [Map and Directions](#) to print out and distribute to each of your guests.

We look forward to seeing you soon!