

Section VI – RMR Region Retreat Registrar

A. Retreat Registrar – Job Description

[NOTE: This is RMR policy and the full description is found in Section I.E of the Region Retreat Guidelines]

B. GENERAL

1. Fills out *Timeline for Registrar* (Appendix VI-K)
2. Works with region treasurer to establish a system of reporting receipt of fees:
 - i. Deposit of checks
 - ii. Breakdown of fees paid i.e. non-refundable fee, registration fee, facilities use fee, etc.
3. Establishes an email address. Suggestion: RMRRetreat20yr@gmail.com
4. Establishes a secure mailing address. As registrar will be receiving checks in the mail, if registrar does not have a locked mailbox at their home, then a PO Box should be established for use for the duration of the retreat.
5. Creates return address mailing labels, as necessary.
6. The registrar shall have a copy of:
 - a. Faculty contracts to know cancellation dates and date mentors expect to receive attendee list.
 - b. Letters from mentors to attendees because it may be necessary to send a copy of the letter with the registration notice for late registrants. Also, the registrar is the one person whose contact information is available to all.
7. Works with retreat chairman and region web liaison to set up retreat space on region website.
8. Prepares/creates items for promotion of retreat at seminar in the year prior to the retreat.
9. Creates an email contact list of:
 - a. All region members.
 - b. Sub-list of all early registrants
 - c. Sub-list of all registrants
10. Creates Handbook using template (Appendix VI-J). Retreat chairman has final approval.
11. Identification of first-time retreat attendees: Ribbons or stickers or other means of identifying first-time retreat attendees are a nice touch. Determine with retreat chairman what, if anything, will be done. Be sure to let all attendees know what the item indicates.
12. Coordinates volunteers as needed. Generally used for registration and exhibits at retreat. Sends a list of volunteers to region Prospectors chairman.
13. Creates and sends email blasts to RMR membership with notices about retreat, as needed.
14. Creates and sends email blasts to retreat registrants with notices, as needed, i.e. survey of food issues, request for banquet entrée choice, etc.
15. All personal information from the registrant files will be shredded within 14 weeks of close of retreat.
16. Region director will notify registrar of the name(s) of region scholarship winners.

C. REGISTRATION FORM

1. This is the most important tool in the registration process. Whenever possible, use the template (Appendix VI-A), changing dates, dollar amounts, registrar's name, mailing information and other items that pertain specifically to your retreat.
2. Online printable: The registration form created from the template, when completed, should be saved as a .pdf document and sent to region web liaison.
3. Online fill-out version (optional): Google Forms is a free program that works with the RMR website software – WordPress - however, when printing it out, it is problematic and creates way too many pages per registrant unless manipulated prior to printing. Use of any other form-creating program is

at the discretion of the retreat committee and at their personal expense. Region will not pay for a program.

D. ITEMS FOR PRINTING AND WEBSITE

1. Registration Form: See above
2. Registration Information: Use the template (Appendix VI-B), changing dates, times, dollar amounts, names, contact information, mentor/technique studios, biographies, and other items that pertain specifically to your retreat.
3. Hotel/Venue Information: Use the template (Appendix VI-C), changing dates, dollar amounts, descriptions, contact information, reservation link, and other items that pertain specifically to your retreat.
4. Transportation and Things To Do Information: Use the template (Appendix VI-D), changing dates, dollar amounts, descriptions, contact information, reservation links, and other items that pertain specifically to your retreat.

E. RETREAT ON THE REGION WEBSITE

Works with retreat chairman and region web liaison to get the following set-up on the region website under a Retreat tab:

- a. Registration Form: 2 forms –
 - i. Downloadable (.pdf)-to print, fill-out and mail OR scan and email
 - ii. Online-to fill-out/submit (optional)
- b. Registration Information (.pdf)
- c. Hotel/Venue Information (.pdf)
- d. Transportation and Things To Do Information (.pdf)
- e. Other items: Special exhibit, nametag graph, etc.

F. EARLY REGISTRATION

1. Early Registration for retreats is only open to RMR members.
2. All registrants will be notified of receipt of their registration and payment. This can be accomplished via email, USPS, or phone.
3. An email blast is sent to all RMR members 4 weeks before Early Registration deadline date to remind them about the nearing deadline.
4. An email blast is sent to all RMR members 1 week before Early Registration deadline date to remind them about the nearing deadline.

Promotion at Region Seminar (year prior to retreat)

1. Early Registration Display in seminar exhibit space: This can be a self-serve display or can be manned. The following are items that need to be furnished for the exhibit:
 - a. Posters, display boards, etc – eye-catching items to make the display interesting
 - b. A printed packet of the Registration Form, Registration Information, Hotel/Venue Information and City and Transportation Information.
 - c. Pens
 - d. #10 envelopes for registrants' completed Registration Form and check
 - e. Sealed container for the envelopes to be slid into (for unmanned)
2. Invitation: Item to be passed out at seminar closing banquet to invite seminar attendees to retreat.

Website Launch (year prior to retreat)

The Web Master can have everything ready ahead of time for registration to open on the website the same day that seminar opens. See Retreat On the Region Website, above.

Mail and Email (year prior to retreat)

1. In order to announce the opening of registration for retreat, set up the following prior to the opening day of seminar.
 - a. Email: Ahead of time, create a promotional email (Appendix VI-E) that the retreat registrar or the region editor can send as an email blast to all RMR members on the opening day of seminar.
 - b. Mail: Some RMR members do not receive email and so a promotional letter (Appendix VI-F) must be mailed. Prepare this mailing ahead of time, getting the names and addresses of these particular members from the RMR membership roster. You can obtain this roster by contacting EGA HQ and requesting it. Prepare these letters ahead of time to be mailed on the opening day of seminar.

G. REGULAR REGISTRATION

1. Sends periodic email notifications to RMR members to remind them about the retreat and deadlines.

H. RECORDING REGISTRATIONS

1. A physical file is created for each registrant which contains the original (when mailed) OR a copy (when done online) of the registration form, copies of any check received for payments, other pertinent information received, noted, etc.
2. Use the Registration Master Spreadsheet Template (Appendix VI-L). For any questions about this template, please contact Connie Fudge, as she is the one who developed the template.
3. Write the Registration # of the registrant on the front of the registration form that is in their file. It can also be helpful if that number is entered on the tab of the file folder, beside their name.
4. Mentors are entered into the registration spreadsheet. It is necessary for them to be entered because they have to be counted for the banquet and have their emergency contact information recorded. Highlighting the row of their registration can help make them stand out when sorting and using the spreadsheet.
5. When/if an early or regular registrant cancels, DO NOT remove them from the registration sheet, as they have been assigned a registration number and have paid. DO mark them as canceled and highlight the row of their registration. Remove entries from studio, banquet, extra banquet tickets, and other items that are “counted”. Their “row” on the spreadsheet can be cut and pasted below the group of attending registrants. Be sure to record the date of their cancellation in the appropriate column.

I. STUDIO ASSIGNMENTS

1. **There shall be no preferential treatment for any participant with exception of RMR Scholarship recipient(s) per RMR policy (Section X Region Seminar/Retreat Scholarship).**
2. Every effort should be made to place registrants with the studio of their choice.
3. Once a studio assignment has been made and the registrant notified, they shall not be moved to another studio except under unusual circumstances.

Close of Early Registration

1. Assign first choice studio(s) to RMR Scholarship recipient(s), if possible (See I-1, above).
2. If a studio has more than the maximum number allowed by the mentor contract, contact the mentor chairman. The mentor chairman will contact the mentor and ascertain if they will be willing to take more registrants in their studio.
3. If the number of registrants still exceeds the number the mentor agrees to, then conduct a lottery.
4. Assign second or third choices to those not chosen for their first choice.
5. All assignments depend on whether the studio is ultimately cancelled due to low registration and if the early registrant pays full registration fee by the assigned deadline date.

6. All early registrants will be notified of their studio assignment with a reminder they will need to pay their balance by the deadline date to secure that studio. This can be accomplished via email, USPS, or phone. Example/Template letter (Appendix VI.G). Alter this template to be used for any mailed notification(s).

Close of Regular Registration

1. All registrations postmarked/received by or on the applicable deadline date for Regular Registration will be assigned to their first studio choice, if there are openings after Early Registration studio assignments.
2. A lottery will be held, if necessary. See Close of Early Registration, items # 1 – 3 for procedure.
3. All regular registrants will be notified of their studio assignment. This can be accomplished via email, USPS, or phone. Example/Template letter (Appendix VI.H). Alter this template to be used for any mailed notification(s).

Close of Late Registration

1. All registrations postmarked/received by or on the applicable deadline date for Late Registration will be assigned to the studio choice that can best accommodate them from remaining studios.
2. All late registrants will be notified of their studio assignment. This can be accomplished via email, USPS, or phone. Alter example/template letter (Appendix VI.H) to use for Late Registration studio assignment via email or USPS.

Cancellation of Studio

1. Retreat registrar will notify the retreat chairman and mentor chairman of the studio(s) where enrollment is low enough to consider cancellation.
2. If a studio is cancelled, the retreat registrar will reassign the participants to another studio.
3. It is recommended that studios be cancelled all at one time, starting with the studio with the lowest registration. The reassignment of registrants may alter the studio count and make a difference in what other studios may or may not be cancelled.

Studio Rosters

1. After studio assignments have been made following Early and Regular registration periods, prepare rosters for each mentor. These rosters are subject to change until the date of the retreat because of last-minute cancellations and Late registrations. Include notation for those who volunteered to be Angels.
2. Provide copies of the studio rosters to retreat chairman, mentor chairman, and mentors, at least 45 days prior to retreat.

J. HANDLING MONEY

1. Retreat registrar receives all payments by check.
 - a. Retreat checking account deposits:
 - i. Makes a copy of the check for:
 1. The file of the registrant.
 2. The records for the retreat (turned over at end of retreat).
 - ii. Uses only the retreat checking account deposit slip book for deposits into the RMR retreat checking account. The region treasurer will supply this book to the retreat registrar. This book has carbonless copies of the deposit slips and those copies will remain in the book. If the retreat registrar uses up a book, they will obtain another one from the region treasurer.
 - iii. Makes a copy of the original deposit slip and attaches it to the copy/ies of the corresponding checks/cash.

- iv. Obtains the deposit receipt from the bank for each deposit and attaches it to the copy/ies of the corresponding checks/cash.
- v. Holds onto the packet of deposit information which will be turned in at the retreat wrap-up meeting at the end of the retreat. DO NOT MAIL this information unless absolutely necessary.
2. Sends a copy of the *Retreat Deposit Record Form* (see Appendix VI-I) to the region treasurer on a regular basis. This report will include all checking account deposits. This report can be emailed.
3. EGA RETURNED CHECK POLICY: Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to an EGA chapter, region, or national. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a \$25.00 handling fee.
4. Sends a bill to any registrant who indicated (but hasn't paid for) facilities use fee, extra banquet tickets, and anything else particular to the retreat which has a cost above the registration fees.

K. CANCELLATIONS BY REGISTRANTS

1. REGISTRATION CANCELLATION POLICY: Cancellation requests must be in writing and emailed OR mailed to the event registrar by Priority Mail with signature confirmation. If emailed, the registrant must follow-up with the event registrar via phone if not having heard from the event registrar verifying receipt of cancellation email. A full refund, less the non-refundable fee, will be made for cancellations received no later than 2 months prior to event opening date. After the specified date, refunds will be issued only if the cancellation is due to illness or death of a participant or immediate family member, to be approved by the event committee.
2. The region treasurer and retreat committee shall be notified of all cancellations.

Filling of Cancellations

1. Openings due to cancellations will be filled:
 - a. 1st with those displaced by lottery.
 - b. 2nd with those displaced by class cancellation.
 - c. 3rd on a first-come basis with new registrants.
2. Every effort shall be made to place registrants with the mentor of their choice but once a studio assignment has been made (registrant notified), a registrant will not be moved to another studio except under unusual circumstances.

L. REGISTRATION AT RETREAT

Registration Packets

1. White, 9 x 12, booklet envelopes and printable labels are available. These have been donated to retreats. Contact Connie Fudge (fudgesneedecandy@gmail.com) and she will ship them to you.
2. A packet for each attendee shall be prepared in advance of retreat and organized alphabetically.
3. Place name and registration number on the outside of the packet. Packet shall contain:
 - a. Banquet ticket (and any extra banquet ticket(s) purchased by attendee).
 - b. First-timers indication, as determined.
 - c. Schedule and map of hotel/venue.
 - d. Notices of any new or changed information.

Registration Table at Retreat

1. Arrange for volunteer help at registration table before retreat begins, as needed.
2. Work with retreat chairman on location and determine equipment needed. Ensure there will be sufficient room for all registration materials, as well as for a smooth traffic flow.
3. Work with volunteers and schedules them as needed.

4. Ask each attendee to check the registration packet immediately to be sure that all items have been included and everything is correct, especially emergency contact information.
5. Ask for and record the room number of each attendee. If an attendee is staying offsite, then collect their lodging information and record it.
6. To speed up registration, depending on number of attendees:
 - a. Arrange to get packets to board members (exec board and region board) at their respective meetings before retreat begins.
 - b. Split up registration lines alphabetically.

M. LISTS

1. These people need the following:
 - a. Retreat chairman: Electronic copy of registration spreadsheet, updated regularly.
 - b. Mentor chairman: Electronic copy or two (2) copies of all studio rosters: 1 set for themselves and 1 for each Studio Angel
 - c. Mentors: A copy of their studio roster, with contact information
 - d. Registrar:
 - i. 2 to 3 copies, in alphabetical order, of all attendees with the following information:
 1. Name
 2. Studio assignment
 3. Emergency contact information
 4. A space to fill in hotel room number
 - ii. These copies will be given to 2 to 3 “officials” registered in studios with mentors (not the Open Stitching studio): retreat chairman, retreat registrar, retreat mentor chairman, assistant region director, or region director. This shall be established ahead of time so that Studio Angels will know who to contact if someone is in trouble.
 - e. Assistant region director: Electronic copy of registration spreadsheet, updated regularly.
 - f. Region director: Electronic copy of registration spreadsheet, updated regularly.

[Name of Retreat]

Rocky Mountain Region-EGA Retreat 20xx
 [DATES OF RETREAT] >> [NAME OF VENUE/SITE] – [CITY, STATE]

REGISTRATION FORM

Registrants MUST be members of EGA

**Please carefully read the RETREAT REGISTRATION INFORMATION
 before filling out this form.**

(Please Print or Type – This Form May Be Copied)

Name_____

Mailing Address_____

City / State / Zip_____

E-Mail_____

Primary Phone #_____Alternate Phone #_____

Chapter_____EGA #_____

May we publish your email address in the Retreat handbook? ☐ Yes ☐ No

CLASS REGISTRATION: Name of Technique or Open Stitching (see Information)

(**MUST** list three choices - in case a studio goes to lottery)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY THE FOLLOWING PERSON

Name_____

Relationship_____ Primary Phone #__(_____)_____

Alternate Phone #_____

Fee Schedule and Registration Information

Early Registration Deposit – *Postmark or email before/on [DATE]*

RMR members only - Registration form and \$50 non-refundable fee \$_____
(\$__ balance is due by [DATE])

Early Registration Balance – *Postmark or email before/on [DATE]*

\$_____ \$_____

Regular Registrant – *Postmark or email: [DATE] thru [DATE]*

Registration form and \$____ registration fee (includes \$50 non-refundable fee) \$_____

Non-RMR Member Registrant – *Postmark or email: [DATE] thru [DATE]*

Registration form, \$____ registration fee PLUS \$50 non-RMR fee - \$_____ \$_____

Late Registrant – *Postmark or email: [DATE] thru [DATE]*

Registration form, \$____ registration fee PLUS \$25 late fee - \$_____ \$_____

Facility Use Fee – If not registered at [HOTEL NAME] - \$____ additional

\$_____

Guest Banquet Tickets – [DAY] Dinner - \$____ each Qty:_____

\$_____

TOTAL DUE with this form

\$_____

You must sign and date this form below.

If mailing, please make a copy of this form for your records and send completed form with required payment to the following address:

RMR Retreat 20__ Registrar – [Mailing Address]

(Please make all checks payable to "RMR Retreat 20__")

Registration Checklist

Are you...

____ a first time RMR retreat attendee?

____ willing to be a Class Angel?

____ willing to volunteer for other retreat activities? (i.e. exhibits, registration)

____ an officer in your Chapter, or on the RMR Board? If so, what position:

If you are a Region Board member, will you be attending the Region Lunch on [DAY], [DATE]? Yes ☐ or No ☐

Do you:

____ wish to participate in Prospectors?

____ need a roommate?

Reminder: Make your hotel reservations directly with [Hotel Name] (*see Hotel Instructions & Information*)

Have you enclosed:

____ a completed & signed Regist. Form

____ your check

(Any returned check will incur a \$35 processing fee and may delay your registration.)

I release The Embroiderer's Guild of America, Inc. (EGA) and Rocky Mountain Region, EGA from any liability for theft, property damage, or personal injury while participating in or attending any or all of the functions and meetings of the Rocky Mountain Region Retreat 20__.

I understand the REGISTRATION CANCELLATION POLICIES as outlined in the Retreat Registration Information.

Signature _____

Date _____

RETREAT REGISTRATION INFORMATION

**Carefully read the following information. If you have any questions,
please contact [_____ (111)-111-1111)]
Email: [xxxxxx20xx@xxx.xxx]**

The Retreat atmosphere is different than a seminar. It is more relaxed. Attendees generally bring unfinished projects they need some advice or help with. The mentor is selected for their background in the technique particular to that project(s) and are there to offer advice, if needed. Attendees will remain with the same mentor for both days of the Retreat. This year, we are also offering an open stitching studio.

20XX Mentors:

Technique – Mentor
Bio

Technique – Mentor
Bio

Technique – Mentor
Bio

Technique – Mentor
Bio

Open Stitching Studio – No mentor

A casual space at the hotel will be provided for you to go, relax, stitch and visit with others. This might be the perfect time for you to work on that project you just haven't had time to work on. You can be flexible with your 2 days. Perhaps one day you'd like to take a tour of the area or wander around [CITY]. Attendance will not be taken.

EARLY REGISTRATION: RMR MEMBERS ONLY – [MONTH DATE thru MONTH DATE, 20XX]

Includes: 2 days with 1 mentor (or Open Stitching), general retreat activities and [DAY] dinner. Those who register early will retain preferences in their mentor selection if a completed registration form, along with the \$xx non-refundable fee, is to the registrar before/on [MONTH DATE, 20XX] **and** the balance of the fee (\$[XX]) is received by the registrar before/on [MONTH DATE, 20XX].

REGULAR REGISTRATION PERIOD: [MONTH DATE thru MONTH DATE, 20XX]

Registration fee: \$[XXX] which includes: 2 days with 1 mentor (or Open Stitching), general retreat activities, [DAY] dinner, and the \$xx non-refundable fee. Registration and fee payment postmarked/received thru [MONTH DATE, 20XX] will be treated equally.

NON-RMR MEMBERS – [MONTH DATE thru MONTH DATE, 20XX]

Registration fee: \$[XXX] which includes two days with 1 mentor (or Open Stitching), general retreat activities, [DAY] dinner, the \$xx non-refundable fee, and a \$50 non-RMR member fee. Registration and fee payment postmarked/received thru [MONTH DAY, 20XX] will be treated equally with Regular Registrants.

LATE REGISTRATION: [MONTH DATE thru MONTH DATE, 20XX]

Late registration extends from [MONTH DATE to MONTH DATE, 20XX]. A late fee of \$25.00 is added to the full registration fee (\$xxx). Placement is first-come, first-serve.

LOTTERY and CLOSURES: In the case of limited studio space, a lottery may be necessary. Early Registrants complying with deadlines are guaranteed their first choice, unless the number of Early Registrants for that mentor exceeds the studio space, then a lottery will be conducted. Those Early Registrants who do not get their first choice, will be guaranteed their second choice. Following Early Registration, a studio may be closed. Lotteries will be held as needed following the Regular/Non-RMR Member registration period.

FACILITIES USE FEE: An added \$[XXX] will be charged to any retreat participant not staying at [HOTEL NAME].

GUEST DINNER TICKETS: Guest dinner tickets may be purchased via mailed check up to [MONTH DATE, 20XX].

REGISTRATION CANCELLATION POLICY: Cancellation requests must be in writing and emailed OR mailed to the event registrar by Priority Mail with signature confirmation. If emailed, the registrant must follow-up with the event registrar via phone if not having heard from the event registrar verifying receipt of cancellation email. A full refund, less the non-refundable fee, will be made for cancellations received no later than 2 months prior to event opening date. After the specified date, refunds will be issued only if the cancellation is due to illness or death of a participant or immediate family member, to be approved by the event committee.

EARLY REGISTRATION REMINDER: If you are an Early Registrant, you will receive a notice prior to [MONTH DATE, 20XX] indicating you owe a balance on your registration fee. Payment of this fee **MUST** be postmarked by/on [MONTH DATE, 20XX]. If the balance owed is not received by the deadline, your registration will be put in with the Regular Registrations and your first choice mentor assignment will no longer be guaranteed.

CLASS CONFIRMATIONS: Early Registrants: Emailed or mailed – [MONTH DATE, 20XX].

All Registrants: Emailed or mailed – [MONTH DATE, 20XX].

STUDIO ANGELS: Angel responsibilities include studio-related functions of taking attendance, monitoring break and lunch times, and assisting the mentor as needed. An angel for each studio will be selected from the registered participants who indicate on the registration form that they are willing to serve as “angels.”

VOLUNTEER OPPORTUNITIES: If you would like to help with exhibits or at registration, please indicate your interest on your registration form.

PROSPECTORS EXHIBIT: The Prospectors exhibit theme in [20XX is “XXXXXXXJ”. Original work and adaptations are welcomed from members of the Rocky Mountain Region. This exhibit is one of the programs that makes Rocky Mountain Region unique among all the EGA regions. Prospectors Exhibit forms for [20XX] may be downloaded from the RMR website after [MONTH DATE, 20XX]. You must have all your forms submitted to the Prospectors Exhibit chairman, [NAME, by MONTH DATE, 20XX]. If you have questions or would like the forms sent to you, please contact [NAME (email address, phone number)].

NAME TAGS: Please bring your favorite stitched name tag.

Tentative Schedule of Retreat Events:

[DAY, MONTH DATE]:

X:xx am - X:xx pm Registration

X:xx pm – X:xx pm Region Executive Board Meeting

DAY, MONTH DATE:

X:xx am – X:xx pm Registration

X:xx am – X:xx am Region Board Meeting

X:xx am – X:xx pm Region lunch

X:xx pm – X:xx pm Region Board Meeting

DAY, MONTH DATE:

X:xx am – X:xx am Morning Session

X:xx am – X:xx pm Lunch on your own

X:xx pm – X:xx pm Afternoon Session

X:xx pm – X:xx pm Cocktails

X:xx pm – Dinner

DAY, MONTH DATE:

X:xx am – X:xx am Morning Session

X:xx am – X:xx pm Lunch on your own

X:xx pm – X:xx pm Afternoon Session

Important Dates:

Early Registration.....MONTH DATE thru MONTH DATE, 20XX

Early Registrants’ Balance Payment Deadline... MONTH DATE, 20XX

Regular RegistrationMONTH DATE thru MONTH DATE, 20XX

Late Registration.....MONTH DATE thru MONTH DATE, 20XX

Mentor/Studio Confirmations.....MONTH DATE, 20XX

Hotel Reservations Deadline.....MONTH DATE, 20XX

RMR Retreat 20xx
HOTEL INFORMATION & INSTRUCTIONS
Please read through all the information BEFORE making your room reservation!

[NAME OF HOTEL] – (XXX) XXX-XXXX or (XXX) XXX-XXXX
ADDRESS

Link for those who wish to make reservations online:
[xxx@xxx]

Room Rate: [\$xxx/night plus state and lodging taxes of ____%]

When making the reservation via phone, please request [**“CODE WORDS”**] to receive the special RMR rate.

Rate is available for the following dates: [MO/DATE/20XX to MO/DATE/20XX] and must be ***booked by [MONTH DATE, 20XX] to receive the special RMR rate.*** Reservations made after [MONTH DATE, 20XX] will be at the best available rate at that time.

Room Descriptions:

INSERT LOGO HERE

Transportation & Things To Do
NAME OF RETREAT
MONTH DATE through DATE, 20XX
CITY, STATE

Please note all information for any of the services listed is as of MONTH, 20XX. Schedules and service companies may change. Please check this information closer to your arrival date.

Things To Do in CITY

[List of local tourist office website, chamber of commerce website, hotel website, other attractions (golfing, tours, etc)]

Closest Airports:

Airport Shuttle Services:

[Hotel shuttle service, independent shuttle services, etc.]

Transportation Around CITY

[Car rentals, bus services, taxi services, etc]

INSERT LOGO HERE

NAME OF RETREAT

[MONTH DATE through DATE, 20XX]
[HOTEL NAME - CITY, STATE]

Hello! The Rocky Mountain Region Board invites you to attend RMR Retreat [20XX in CITY, STATE]!

Why a Retreat? A Retreat provides time to stitch with as little or as much guidance as you desire. The committee has selected four great region mentors in four different specialties to offer help and guidance. Bring your unfinished projects and get advice on techniques or designs, or even suggestions for your “Where do I go from here?” project. The classroom atmosphere is relaxed and fun. In addition, we offer an Open Stitching studio. Enjoy stitching and chatting with old and new friends. Come early and stay late to enjoy the beauty and history of [CITY]!

Why [CITY]? [Explanation of the city, the surrounding area, etc.]

Please go to the RMR website: www.rmrega.org and click on the [RMR Retreat 20XX] tab. All the information on the Retreat, the hotel, [CITY] and transportation can be found there. As well, you can download and print out the registration form and mail OR scan and email it to us. If you have any questions, please contact [NAME (XXX-XXX-XXXX)] or use the following email address: [XXXXXX20XX@XXX.XXX].

**Early Registration is NOW OPEN [MONTH DATE]
thru [MONTH DATE, 20XX].**

Regular Registration runs from [MONTH DATE, 20XX] thru [MONTH DATE, 20XX].

Come stitch with us in [CITY]!

INSERT LOGO HERE

NAME OF RETREAT

[MONTH DATE through DATE, 20XX]
[HOTEL NAME - CITY, STATE]

Hello! The Rocky Mountain Region Board invites you to attend RMR Retreat 20XX in CITY, STATE!

Why a Retreat? A Retreat provides time to stitch with as little or as much guidance as you desire. The committee has selected four great region mentors in four different specialties to offer help and guidance. Bring your unfinished projects and get advice on techniques or designs, or even suggestions for your “Where do I go from here?” project. The classroom atmosphere is relaxed and fun. In addition, we offer an Open Stitching studio. Enjoy stitching and chatting with old and new friends. Come early and stay late to enjoy the beauty and history of [CITY]!

Why [CITY]? [Explanation of the city, the surrounding area, etc.]

You have received this letter because we do not have an email address on file for you. If you would like more information on the Retreat, please contact [NAME (XXX-XXX-XXXX)] or use the following email address: [XXX@XXX.XXX]. We would be happy to mail or email you more retreat information, a registration form and hotel information. If you have access to the internet, please go to the RMR website: www.rmrega.org and click on the *RMR Retreat [20XX]* tab.

Early Registration is now open and runs thru [MONTH DATE, 20XX]. Regular Registration runs from [MONTH DATE, 20XX through MONTH DATE, 20XX].

Come stitch with us in [CITY]!

INSERT
LOGO

ROCKY MOUNTAIN REGION Retreat 20xx
Early Registration Class Confirmation

Thank you so much for participating in Early Registration. We had [NUMBER] Early registrations!

We are happy to inform you that you have been assigned your first-choice mentor, [MENTOR NAME-STUDIO], at Retreat 20xx.

Please take a moment and send a reply to this email, confirming that you received it. Just a simple “Thank you” would work well for the message.

Remember, in order to retain your mentor, you will need to complete your registration – i.e. pay the remaining \$XX – no later than [DATE], if you haven’t already paid it.

Please send a check to: RMR Retreat 20xx, [MAILING ADDRESS]

As well, if you haven’t made your room reservations, you will need to do that by going onto [HOTEL NAME] website or calling them directly. See the Retreat page on the website for the hotel information.

We look forward to stitching with you in [CITY] next year!

Blessings,
[NAME]
Chairman, RMR Retreat 20xx

INSERT LOGO HERE

ROCKY MOUNTAIN REGION Retreat 20xx
Regular Registration Class Confirmation

Thank you so much for participating in Regular Registration.

We are happy to inform you that you have been assigned [MENTOR NAME-STUDIO] at Retreat 20xx.

Please take a moment and send a reply to this email, confirming that you received it. Just a simple “Thank you” would work well for the message.

As well, if you haven’t made your room reservations, you will need to do that by going onto [HOTEL NAME] website or calling them directly. See the Retreat page on the website for the hotel information.

We look forward to stitching with you in [CITY] in [MONTH]!

Blessings,
[NAME]
Chairman, RMR Retreat 20xx

Retreat Deposit Record Form

(Non-working copy – go to RMR website under the Forms and Manuals tab, Region Retreat section for this Excel spreadsheet.)

RECORD OF DEPOSITS - RMR RETREAT 20xx

As of [CURRENT
DATE]

[illegible]

Retreat Handbook Template

Download this Word document from the RMR website (www.rmrega.org) under the Forms and Manuals tab, Region Retreat section.

Timeline for Registrar

[MONTH(S) 20xx]:

- Develop retreat documents:
 - Registration Information/Instructions & Form (Appendix VI-A & VI-B)
 - Invitation Letters – Email and USPS (Appendix VI-F)
 - Hotel Information and Instructions (Appendix VI-C)
 - Transportation and Things To Do Information (Appendix VI-D)
- Set up secure mailing address for receipt of retreat payments
- Set up email address
- Create email contact list of all RMR members
- Create mailing list of RMR members (who do not receive email)
- Verify plural members of RMR chapters who do not live in Region and add to email or mailing contact list – contact chapter membership/presidents

[DATE, 20xx through DATE, 20xx] **[BEFORE opening date of Early Registration]**

- Confirm RMR membership with National roster
- Get printable registration form and documents to Webmaster in order to go “live” on RMR website on [DATE] **[Early Regist. opening date]**
- Print letter [Appendix VI-G] to non-email RMR members announcing opening of Early Registration and ready mailing to be sent [DATE] **[Early Regist. opening date]**
- Print forms and retreat registration information to hand out to Region Board members and for Retreat display at seminar
- Ready email blast announcing Early Registration opening [Appendix VI-F] to go out to all RMR members

[DATE, 20xx through DATE, 20xx] – Early Registration time period

- [DATE]: ER opens live online & at Seminar/Retreat [20XX]
 - On RMR Website:
 - Promo Information on page
 - Click - Retreat Registration Form – Printable
 - Click - Retreat Registration Information – Printable
 - Click - Hotel Information – Printable
 - Click - Transportation and Things To Do Flyer – Printable
 - Send email blast
 - Send USPS mailing
- [DATE]: Email blast to RMR members with email, to remind about close of ER
- [DATE]: USPS mailing to any RMR, non-email members who have requested Retreat information but not registered yet
- [DATE]: Last day of ER

[DATE, 20xx through DATE, 20xx] – Regular Registration time period

- [DATE] – Send class confirmations to Early Registrants (email and USPS)
- [DATE] – Begin handbook preparation
- [DATE]: Regular Registration opens
 - Email blast to RMR members with email, announcing opening

- On RMR Website:
- [DATE]:
 - Email blast reminder to Early Registrants (who haven't paid balance) of deadline for payment
 - USPS mailing of reminder to Early Registrants w/o email (who haven't paid balance) of deadline for payment
- [DATE]: Email blast to remind RMR members of approaching deadline for Regular Registration

[DATE, 20xx through DATE, 20xx] – Late Registration time period

- [DATE] – Send class confirmations to Regular Registrants (email and USPS)
- [DATE] – Late Registration opens
 - [DATE]: Email/mail survey of food issues to registrants
 - [DATE]: Email/mail banquet survey of entrée choice to registrants
 - [DATE]: Email/mail billing to registrants who owe for Facilities Use Fee, extra banquet tickets, etc.
 - [DATE]: Deadline for purchase of Guest Banquet tickets
 - [DATE]: Class rosters to mentors
 - [DATE]: Email handbook to registrants with email

Retreat Registration Master Spreadsheet

Download this Excel document from the RMR website (www.rmrega.org) under the Forms and Manuals tab, Region Retreat section.