

Preparation Sheet

This prep sheet will help your leadership team plan for your time at CBS. To meet the requests of your group, this sheet must be turned in at least 14 days before your scheduled camp. Please fill it out and email it with a copy of your schedule. Have questions call 310-510-0015 or email office@campusbythesea.org

1. Do you have special housing needs for speakers, married couples, families, or medical needs? Also what is your total number of participants?

Please list:

2. Nights & times you would like a campfire to be set up?

3. S'mores are included for one night, which night would you like?

*S'more supply kit will be available on buffet line the night of your campfire time, touch base with the Kitchen Staff at dinner.

Any additional S'mores or Snack nights can be purchased, talk to Guest Coordinator to discuss cost.

4. Do you know of any additional arrivals or departures other than your group's-chartered boat times?

Yes

No

*Camp's policy is to charge an additional pick-up fee for special travel and not discount for missed legs of charter reservation or missed nights in camp. List individual, special travel needs below:

5. Are you having any special events such as waterfront competition, baptism, communion, etc., that we need to prepare for?

Yes

No

Explain special event below: Include dates and times of each special event, also include whether or not you need communion supplies such as bread and grape juice.

6. Do you have your OTS groups set (Opportunity to Serve - set up before meals and wash dishes after the meal)? We require about 10-12 individuals assigned to each meal. Please complete OTS either here or on separate sheet and send in no later than 24 hours before arrival.

Yes No

7. Meeting space set up: choose from the items below what you would like set up in your meeting space.
- | | |
|---|---|
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Craft Tables |
| <input type="checkbox"/> Guitar Plug-in | <input type="checkbox"/> HDMI Cord |
| <input type="checkbox"/> Instruments | <input type="checkbox"/> Microphones w/stands |
| <input type="checkbox"/> Music Stands | <input type="checkbox"/> Tables |

Explain in detail quantity and set up for each item checked above (list instruments in the next box). Projector, screen, and sound board automatically included in Main Deck and Crow's Nest.

8. List instruments you would like to borrow (subject to availability) here. Refer to the Camp Director Resource: Media Systems to see a list of available instruments.

9. Please let us know how we could be praying for your group: obstacles you are encountering, objectives you hope to accomplish, any other needs.