



Dear Friends,

We are pleased that you are renting our facilities for your program. Here are some guidelines regarding advertising, registration and housing:

- We have found that it works best for all if we proof-read the materials you will send to your participants or use for advertising. Please send copy to us far enough in advance that there is time for suggestions and revisions.
- To have your event listed on our website's *Calendar of Events* page, please email the following information to programs@mountmadonna.org:
 - Title and description of event
 - Leader's name
 - Website address
 - Dates (start to finish)
 - Email address
 - Phone number
- Registration should be scheduled several hours before your first event. Your hosting team needs to be familiar with the housing schedule (which we will have agreed upon two weeks in advance of your program), our facilities, parking, and various other details which help your participants feel comfortable when they arrive. We will be happy to go over such details with you.
- We have committed to house up to the maximum number of people specified in our contract with you, but it may not be possible to give all registrants their first choices of housing due to the nature of your housing requests, space limitation, and other groups or individuals we may be hosting at the time.
 - Please ask your guests for at least 2 housing choices.
 - We will do our best to fill your housing requests. Housing will be assigned by us on a first-come-first-served basis as we receive requests, starting with guest rooms, then going to converted classrooms if necessary.
 - People whose first choices are no longer available will be given their second choices, etc. If a category of housing (e.g. Center tent, dormitory, etc.) becomes full, we will let you know.

Our experience has been that with clear, clean communication, mishaps are minimized. It is best to use e-mail or FAX capabilities to ensure immediate, accurate communication of housing data. Our e-mail address is: programs@mountmadonna.org. The main thing is simply this: Let's stay in good contact and work together, so we can look back later and say that it really went smoothly and well.

All good wishes,


Vishwamitra
Program Director