**Parish Retreat Captains**

HOW TO SUBMIT RESERVATIONS FOR RETREAT WEEKENDS

Please follow the guidelines below to submit your reservations for your assigned weekend.

1. Assist retreatants in registering online at <https://materdolorosa.org/events/category/retreats/weekend/list/>
* Their information will be updated automatically into our system.
* They will need to submit a $50.00 deposit to reserve their spot.
1. We need to know if anyone requires a room with handicap access, please let us know.
2. Please mail checks or cash collected to:

Mater Dolorosa Weekend Retreat Coordinator
700 N Sunnyside Ave
Sierra Madre, Ca 91024

1. If you need assistance in registering your people please contact us via

Telephone: 626-355-7188 Ext 133 or email at nboldt@materdolorosa.org.

Please have all the information ready including email address, address and phone numbers.

You may also bring it by and visit us in person.

1. Please call or email us with any cancellations as soon as you can. It will help us in planning meals and room assignments if we are kept in the loop re: who and how many people to expect on retreat. If you replace a cancelled retreatant we need to be informed to expedite the room assignment process.
2. Deposits are non-refundable once they are sent to the retreat center.

Thank you in advance for adhering to these simple guidelines when submitting your reservations.

Nancy Boldt
Weekend Retreat Coordinator