



Parish Retreat Captains

HOW TO SUBMIT RESERVATIONS FOR RETREAT WEEKENDS

2020 Theme: God is Doing Something New In Us!

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

1. Encourage each retreatant to register online at <https://materdolorosa.org/weekend-retreat-sign-up/>. If the retreatant would rather register directly with you, submit EACH RESERVATION online @ <https://materdolorosa.org/captains-corner/>. This will generate an email that will be sent to all Captains for that weekend as well as Mater Dolorosa. Print a copy of the registration email and send in the deposit checks as soon as possible, but no later than two weeks prior to your retreat weekend. Reminder postcards will go out by the Friday before your retreat. This postcard will confirm the reservation, serve as a reminder and has a map to the retreat center.
 - You will not need to let us know of any address changes as the registration form will automatically update our records.
 - When you register your retreatant please indicate on the Special Needs on Weekend if there are any dietary restrictions we need to be prepared for.
 - If your retreatant will be sharing a room, please indicate on Special Needs area who they will be sharing a room with. We want all attendees to feel comfortable with the room assignments and not unpleasantly surprised when they arrive.
 - We need to know if anyone requires a room with handicap access. If so, please encourage that they share the room if possible.
2. Alternative methods to sending the Retreat Reservations
 - E-Mail to nboldt@materdolorosa.org
 - Mail to: Mater Dolorosa Weekend Retreat Coordinator
700 N Sunnyside Ave
Sierra Madre, Ca 91024
 - Or bring it by and visit us in person.
3. Please call with any additions or cancellations as soon as you can. It will help us in planning meals and room assignments if we are kept in the loop regarding 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.
4. Deposits are non-refundable.

Thank you in advance for adhering to these simple guidelines when submitting your reservations. If you have any questions please contact Nancy at 626-355-7188 x133 or at nboldt@materdolorosa.org.

Mater Dolorosa Retreat Team