Retreat Planning Checklist

A great retreat begins with great planning.

☐ Consider the demographics of your group, possible dates, and estimated number of attendees for your retreat.

☐ Work with our Guest Services Director to secure available dates, discuss group rates, & build your custom retreat.

☐ After dates and rates have been established, you will receive and contract. Check the contract for details, note any corrections, and mail back with the initial deposit.

☐ Establish retreat details such as:

- Purpose of retreat
- Guest Speaker
- Schedule- please note the meal times indicated in your contract
- Optional programming options

☐ Take note of any deposit due dates. Reminders from our office will be sent to the email address on file for your group.

A successful retreat begins with promotion.

☐ Promote your retreat. **Begin early & repeat often.**

Announcement of dates and rates
Develop promotional materials- Visit our website for customizable templates
A personal invitation- invite people individually with a personal touch. Phone calls, Facebook event invitations, & bulletin stuffers are useful tools.

☐ Consider a scholarship program. Unfortunately, we are unable to lower our cost and fees to include every financial situation in your group. We recommend that each group provide scholarship money to help others in financial need attend your program.

☐ Consider a packing list for your retreat. We offer a suggest packing list as part of our retreat planning resources.

☐ Stay organized. Planning a retreat is no small job. There are many details to be considered. We invite you to use these tools to help you plan a successful retreat.

PRAY for the success of the retreat.
PLAN all of the details.
PROMOTE early & often. Be creative!
PRAISE God for the results of your retreat.