

Retreat Checklist

Retreat Date: _____

Before retreat:

Do this:

| | | |
|--------------------|---|---|
| 9 months to 1 year | ↑ | Book your retreat with the facility |
| | ↑ | Write reservation deadlines on a calendar |
| | ↑ | Get the retreat date on your church's calendar |
| | ↑ | Book your speaker or resource person(s) |
| | ↑ | Prepare a schedule for the retreat (see enclosed sample) |
| 6 months | ↑ | Begin promoting retreat with "teasers": <ul style="list-style-type: none">- bulletin announcements & inserts- handouts distributed at church events |
| | ↑ | Arrange transportation (if going together as a group) |
| | ↑ | Recruit helpers (and adult sponsors if needed) |
| | ↑ | Visit the facility to see the accommodations you reserved |
| 4 to 6 months | ↑ | Contact the facility to secure recreation times, equipment needs, etc. |
| 3 months | ↑ | Prepare a brochure and distribute to your target group |
| | ↑ | Begin collecting deposits from registrants |
| | ↑ | Revise your minimum count with the facility if necessary |
| 2 months | ↑ | Begin aggressively promoting: <ul style="list-style-type: none">- hang an attractive poster (one is enclosed)- get two or three people to "talk up" the event- make announcements during church functions |
| 1 month | ↑ | Arrange an orientation meeting with your adult leaders: <ul style="list-style-type: none">- review the retreat schedule- review the facility's guidelines- make assignments, discuss your expectations |
| | ↑ | Begin making final plans, purchasing necessary items, etc. |
| 2 weeks | ↑ | Deadline for registrations and deposits (that way you still have a few days to add the last minute registrants) |
| | ↑ | Make packets for your participants – include schedule, map of facility, guidelines, study material, evaluation, etc. |
| 1 week | ↑ | Call facility with final count |
| | ↑ | Have church treasurer cut a check (your bill can be emailed or faxed to you) |