

Retreat Checklist

Retreat Date: _____

Before retreat:

Do this:

9 months to 1 year

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Book your retreat with the facility

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Write reservation deadlines on a calendar

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Get the retreat date on your church's calendar

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Book your speaker or resource person(s)

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Prepare a schedule for the retreat (see enclosed sample)

6 months

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Begin promoting retreat with "teasers":

- bulletin announcements & inserts

- handouts distributed at church events

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Arrange transportation (if going together as a group)

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Recruit helpers (and adult sponsors if needed)

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Visit the facility to see the accommodations you reserved

4 to 6 months

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Contact the facility to secure recreation times, equipment needs, etc.

3 months

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Prepare a brochure and distribute to your target group

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Begin collecting deposits from registrants

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Revise your minimum count with the facility if necessary

2 months

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Begin aggressively promoting:

- hang an attractive poster (one is enclosed)

- get two or three people to "talk up" the event

- make announcements during church functions

1 month

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Arrange an orientation meeting with your adult leaders:

- review the retreat schedule

- review the facility's guidelines

- make assignments, discuss your expectations

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Begin making final plans, purchasing necessary items, etc.

2 weeks

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Deadline for registrations and deposits (that way you still have a few days to add the last minute registrants)

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Make packets for your participants – include schedule, map of facility, guidelines, study material, evaluation, etc.

1 week

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Call facility with final count

↑

Have church treasurer cut a check

(your bill can be faxed to you)