



Group Planning Tools

Planning a retreat can be overwhelming, but we've prepared some tools to help you! Use this as a guide, and then click on the links as needed for more in-depth planning.

Retreat Planning Checklist

GROUP INFORMATION

Group name:			
Address:			
Phone number:		Email:	
Retreat Coordinator:			
Date of Event:			
Number of Participants:		Cost per Person:	

CHECKLIST

<input type="checkbox"/>	Determine the purpose of the retreat. Why are you doing this?	
<input type="checkbox"/>	Select a Retreat Coordinator/Team	
<input type="checkbox"/>	Set objectives for the retreat- What do you hope to accomplish?	
<input type="checkbox"/>	Chose a Theme based on the purpose of retreat	
<input type="checkbox"/>	Create a schedule of events	
<input type="checkbox"/>	Schedule dates for Retreat	
<input type="checkbox"/>	Secure a location that best accommodates retreat objectives	
<input type="checkbox"/>	Develop budget	
<input type="checkbox"/>	Secure speakers and established honorarium fees	
<input type="checkbox"/>	Begin Promotion/Early registration	
<input type="checkbox"/>	Gather Supplies	
<input type="checkbox"/>	Assign and orient leaders	
<input type="checkbox"/>	Plan menu	
<input type="checkbox"/>	Give itinerary and things to bring	

Collect Registrations on site and Host Retreat

Have participants Evaluate Retreat