

# *(Retreat Name) Retreat*

**Scripture:**

*Theme:*

**Purpose:**

(Links to any additional spreadsheet, pinterest board, or anything else you are using to plan)

## **Prayers for the Retreat:**

### **Discuss:**

(Discuss these items when you get together to plan. This is a way to ensure no questions, concerns, or topics are missed when planning.)

### **Discussed:**

(Include question and what was discussed)

## *(Retreat Name) Internal Agenda* **(Day)**

(Time)	(Are you meeting to carpool with anyone?- If so, arrive at this time.)
(Time)	Leave for (Retreat Center/Venue)
(Time)	(Leaders) arrive and setup

(Time)	(Leaders pray over retreat)
(Time)	Arrival (Leaders) in the parking lot. Greet at cars, give lanyards, and usher to rooms. (Leaders) rotate as Widow's arrive. Tell ladies where to park after they get settled
	Settle and mingle. -Snacks, water, games, convo starter cards, cozy areas available.
(Time)	(Leaders) introduce (Retreat Center/Venue). (Give them a tour of the spaces available to them or allow Retreat Center/Venue to give them a tour)
(Time)	Pray, Dinner
(Time)	(Icebreaker)
	(Ensure activity setup)
(Time)	(Activity) (Leaders) share vision for the weekend/devotional/prayer, worship, logistics. Fellowship and/or time to journal.
	Fellowship
(Time)	Lights Out
	(Leaders clean up)

**(Day)**

(Time)	(Leaders setup and pray for the day)
(Time)	(Activity)
(Time)	Breakfast
(Time)	(Icebreaker)
(Time)	(Activity/Devotional)
	Break-Snacks, water, games, convo starter cards, cozy areas available.
(Time)	Lunch
(Time)	(Activity/Devotional)
	Break-Snacks, water, games, convo starter cards, cozy areas available.
(Time)	(Activity/Devotional)
(Time)	Dinner
(Time)	(Leaders finalize setup for evening activities)
(Time)	(Leaders) introduce (Worship Leader), Worship, (Leaders) introduce (Speaker), speaker and (Leader) gives logistics
(Time)	(Activity)
(Time)	Lights Out

**(Day)**

(Time)	Breakfast
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(Time)	Worship, Madison intros Caroline, Message-Caroline, Amy closes and reminds everyone to wear their t shirt for the picture
(Time)	Group Photo
(Time)	Lunch
(Time)	Departure
(Time)	(Leaders) clean and leave

# Supplies

# Pricing

Items:

Total= \$

Bring but do not have to buy:

# Contacts

- (Retreat Center/Venue)
  - (Title): (Name)-(Contact Information)
- Worship
  - (Name)-(Contact Information)
- Speaker(s)
  - (Name)-(Contact Information)
- Activity(s)
  - (Activity): (Name)-(Contact Information)

# To Do/ Timeline:

- Finalize one word theme and scripture (2 months before the retreat)
- Send out request for \$50 payment (2 months before the retreat)
- Send final payment to (Retreat Center/Venue)
- Confirmation of speakers and worship (1 month before the retreat)
- Visit (Retreat Center/Venue)
- Create room assignments (1 month before the retreat)
- Order supplies (that need to be ordered) (1 month before the retreat)
- (Leaders) start prep on retreat communication (anything leaders will be communicating at the retreat-introductions, tour, devotionals, etc.) (1 month before the retreat)
- Create a retreat FB page (or another way of communicating in a group). Add leaders and everyone involved (worship, speakers, activity leaders) to the group. (1 month before the retreat)
- Send details to (worship, speakers, activity leaders) (1 month before the retreat)
- Send out logistic info to the group
- Ask ladies for a photo of themselves in the FB group
- Introduce (speaker) in the group
- Introduce (activity leader) in the group
- Purchase supplies in store (2 weeks before the retreat)
- Send out a reminder over text and a message on the group to remind everyone that you are “Two Weeks Away” (2 weeks before the retreat)
- Do a runthrough with speakers/worship/venue (to ensure you are all on the same page) (2 weeks before the retreat)
- Introduce (worship leader) to the ladies on the group
- Write cards to those coming to the retreat
- Get payment ready for (worship, speakers, activity leaders)
- Send “Meet The Crew” to the group
- Send out a reminder over text and a message on the group to remind everyone that you are “One Week Away” and ask for emergency contact info (1 week before the retreat)
- Have materials made (1 week before the retreat)
- Send out “Room Assignments” to FB group (week of the retreat)
- Send sneak peak of schedule to retreat group to get them excited (week of the retreat)
- Purchase snacks (week of the retreat)
- Send out a reminder over text and group to give additional driving instructions (day before the retreat)
- Print signs for door and laminate door signs and scriptures

## Questions for (Retreat Center/Venue)

- You could ask what the internet/wifi is signal like)

- Depending on what you are planning to do, you can ask about tables, chairs, etc. You can ask if they have the items you need and if they are responsible to set them up or if you will be.)
- (If you need anything for worship ask questions like-do you have a piano, do you have a microphone, do you have a sound system, etc.)
- (It is helpful to ask if they provide water. If not, you'll want to bring water bottles)
- (People always ask if there will be coffee in the mornings so we recommend asking this question)
- (Ask what parking looks like. Ask where parking will be and if they have clear direction or signage)

## Notes from Questions to (Retreat Center/Venue)

### Room Assignments

Attendee 1 & Attendee 2

Attendee 3 & Attendee 4

Attendee 5 & Attendee 6

Attendee 7 & Attendee 8

Attendee 9 & Attendee 10

Attendee 11 & Attendee 12

Attendee 13 & Attendee 14

Attendee 16 & Attendee 17

### Feedback

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# **Feedback from form to send ladies**

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