Spiritual Retreat Planning Guide

Mt. Chestnut Nazarene Retreat Center

RECOMMENDED TIME FRAME FOR COMPLETION OF TASKS PRIOR TO EVENT

	6-12 Mo.	<u>4-6 Mo.</u>	2-3 Mo.	<u>1-2 Mo.</u>	<u> 4 Wks.</u>	3 Wks.	2 Wks.	<u>1 Wk.</u>
Request the Guest of Honor's presence, guidance & blessing	Χ							
Form an event prayer team to consistently pray	Χ							
Pray for direction as ideas form & planning progresses	Χ							
Pray for those who may benefit from attending	Χ							
Pray for your potential speaker	Χ							
Determine your retreat's "What": Define your focus	Χ							
Gather volunteers to form a planning team	Χ							
Identify various co-leaders & assign specific areas:								
 Administrative coordinator 	Χ							
 Publicity coordinator 	Χ							
 Worship leader 	Χ							
 Activities director 	Χ							
 Food coordinator 	Χ							
Schedule planning meetings for every 4-6 weeks till last mo.	Χ							
Determine your retreat's "Who": Define your participants	Χ							
Determine your retreat's "Why": Define your purpose	Χ							
Determine your retreat's "When": Determine your date(s)	Χ							
Determine your retreat's "Where": Define your location	Χ							
Determine your retreat's "How much": Create a budget	Χ							
Decide on your speaker & make appropriate arrangements	Χ							
Pray for guidance as you begin coordinating specific areas		Χ						
Create and begin distributing publicity materials:								
 Posters, brochures, fliers, ads, bulletins, etc. 		Χ						
 Promote! Promote! Get the word out! 		Χ						
Draft a schedule to include all elements of your "Why"		Χ						
Train volunteers (i.e., small group leaders)		Χ						
Address food needs, including caterers, donors, cooks, etc.		Χ						
Confirm venue reservations; make sure deposits are paid		Χ						
Pray for those who will be registering		Χ						
Begin accepting registrations with deposits		Χ						

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Pray for guidance as you determine best use of the facilities		Χ						
Revisit venue; determine where various activities will be		Χ						
Plan areas to decorate or to supply with specific equipment		Χ						
Verify that specific tasks are being completed by the team		Χ						
Pray for those who have not yet registered			Χ					
Pray for your speaker as s/he continues to prepare			Χ					
Check in with speaker regarding arrangements			Χ					
Familiarize all retreat staff with venue areas to be used			Χ					
Familiarize leaders with specifice guidelines/rules of venue			Χ					
Arrange to borrow or rent any needed equipment			Χ					
Pray for your speaker as s/he finalizes presentations				Χ				
Pray as your team finalizes schedule & activities				Χ				
Pray for each attendee & for those who may yet register				Χ				
Continue to publicize, promoting specific activities planned				Χ				
Finalize arrangements with speaker					Χ			
Schedule weekly team meetings; discuss follow-up/details					Χ			
Pray for those responsible for last-minute details					Χ			
Finalize food plans; allow for special dietary restrictions					Χ			
Prepare evaluation form to solicit post-retreat feedback					Χ			
Confirm any travel arrangements for participants								
Distribute final schedule & travel plans, if applicable						Χ		
Distribute list of items to pack, depending upon location						Χ		
Close registration							Χ	
Examine each activity in detail: is everything accounted for?							Χ	
Communicate final attendance numbers to venue							Χ	
Pray daily for speaker, leaders and participants								Χ
Pray that venue staff will experience God thru your group								Χ
Create room assignments for all registrants								Χ
Go over all final details with all leaders and volunteers								Χ