

Spiritual Retreat Planning Guide

Mt. Chestnut Nazarene Retreat Center

RECOMMENDED TIME FRAME FOR COMPLETION OF TASKS PRIOR TO EVENT

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

