

Retreat Planning Tips

Host: Marnie Swedberg - www.Marnie.com

Guest: Heather Trompke, Manager of Global Accounts

<http://www.hbpdf.com/agent/htrompke.php>

Resource Links Mentioned:

HelmsBriscoe

<http://www.hbpdf.com/agent/htrompke.php>

Retreats Made Easy (includes Budget Worksheet)

http://www.eventplannersfriend.com/Retreat_Planner.htm

Ideas for smaller groups w/less volunteers:

#1 a mini- 2 hour retreat

#2 a one day retreat at your own church

#3 a slumber party at someone's home or cabin

#4 an externally Organized retreat or event....

Find these at www.WomensEvents.info/

Benefits of 2-3 day Get-AWAY:

1 –Your gals can truly disengage from life at home.

2 – They can connect at a deeper level if given more consecutive hours to do so

3 – A speaker can take them to a deeper level with Christ because she has just one introduction (at the beginning of her first session) and one conclusion (at the end of the conference) with ALL digging deeper and deeper times in between.

Find a speaker at:

www.WomenSpeakers.com

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Contents of “Retreats Made Easy” available here:

5 Reasons to Retreat

1. To escape the daily grind.
2. To find focused time with God.
3. To evaluate our lives from a godly perspective.
4. To deepen our bond as believers.
5. To model Christ’s love to unbelievers.

Action Points

5 Types of Retreats

1. Two Hour Retreats
2. One Day Retreats
3. Slumber Parties
4. Independent 2-3 Day Retreats
5. Dependent Organized Events

Action Point

5 Essential Parts of Successful Retreats

1. Prayer
2. Worship
3. Scripture
4. Meaningful Interaction
5. Structured Fun

Action Points

5 Preliminary Decisions

1. Who
2. Where
3. When
4. How Much
5. Theme/Speaker

Action Points

5 Teams for Great Retreats

1. Facilities
 - A. Location Selection, Contracts, Maps, Rules & Guides
 - B. Decorations: Entry, Stage & Tables
 - C. Floor Plans – Main Sessions, Meals, Breakouts, Crafts & Games
 - D. Travel/Room Assignments: Enroute Entertainment, Registration Table, Cabin/Room Hostesses
 - E. Audio/Visual & Equipment Needs
 - F. All Other Equipment Needs

2. Publicity
 - A. Creation of Posters, PowerPoints, and Brochures with Registration Forms
 - B. Internal Publicity – Bulletin Announcements, Skits, Posters
 - C. External Publicity – News Releases, Newspaper, TV, Radio
 - 1) Sample Press Release
 - D. Registration – Collect Forms, Money, Mail Brochures
 - E. Name Tags & Notebooks
 3. Program
 - A. Prayer Team
 - B. Worship Team
 - C. Speaker Selection
 - 1) Finances
 - D. Breakout Session
 - E. Workshops
 - F. Entertainment
 4. Fun
 - A. Skits
 - B. Ice Breakers
 - C. Main Entertainment Segments
 - D. Door Prizes, Goodie Bags
 - E. PowerPoint Fun
 - F. Physical Fun
 5. Food
 - A. Meals
 - B. Snacks
 - C. Special Touches
 - D. Supplies
 - E. Serving/Cleaning Up
- Action Points
- Word of Encouragement
- Appendix I – Year at a Glance Calendar
- Appendix II – Budget Worksheet
- Appendix III – Coordinator Sign Up
- Appendix IV – Sample Brochures
- Appendix V – Feedback Forms
- Appendix VI – Workshop Ideas
- Appendix VII – Group Entertainment Ideas
- Appendix VIII – Winner Selection Themes
- Appendix IX – Gift Bag Stuffers
- About the Author