

# Planning a Retreat

Retreats are important for the enhancement of member's experiences. They create a shared experience that everyone benefits from, if you haven't conducted a retreat in the past, here are some tips that will help you plan.

## General Agenda Items

**I. Opening:** introductions, discuss goals, purpose and expectations, rules/responsibilities. Quick icebreaker/energizer is a great way to get people excited.

**II. Team Builder/Activity:** this is a major component-it should address concerns/problems and relate to the purpose of the retreat

**II. Meal/Snack:** feeding participants will help them stay motivated and active in the activities. Have healthy snacks that will provide energy. Schedule light activity after a big meal.

**IV. Team Builder/Activity:** finish up the 1st activity or begin a new one. Remember this should relate to purpose of the retreat.

**V. Closing:** this can be an activity or a review of the day, it should include time for members to discuss their experience.

**VI. Evaluation:** offer participants an opportunity to give feedback, ask a few simple questions that will help in the planning of future retreats

**VII. Clean-up:** everyone should help!

Some things to consider:

Outside facilitators- invite them early, share the goals and role they will play during the retreat. Inform them of changes to schedule and confirm date, time and location. Follow-up with them after retreat and thank them for assisting.

Chapter Members: notify them early so they can arrange their schedule. Discuss what they would like to accomplish and who would be willing to assist with planning. Update members with progress and agenda items.

Logistics: location costs, space, transportation issues, season/weather, food preparation and purchasing/gathering materials, additional costs for members