

TIPS FOR PLANNING A RETREAT

❖ What kind of a retreat are you planning?

1. Recruit people for a "Planning Committee" to aid you in planning the retreat
2. Decide on the days and length of retreat: weekend or mid-week, # of nights
3. Decide on the type of lodging (*Motel-style rooms, Cabins, Shelters, Campground or Cottages*)
 - Some suggestions:
 - Women's Retreat (*motel style – Sylvan View or Hillside Villa*)
 - Men's Retreat (*any facility*)
 - Married Couple's Retreat (*motel style - Sylvan View or Hillside Villa*)
 - Youth Group (*cabins, shelters or campground are less costly and typically preferred*)
 - Family Reunion (*any facility*)
4. Assign one (1) person from the committee to serve as the Group Leader to go between the committee and Camp Hebron
5. Call the Reservationist for availability, rates and package plans (see *Steps to Making Your Reservation*)

❖ What is the goal of the retreat?

1. Decide what you want the group to come away from the retreat with:
 - examples: stronger marriage relationship
 - better communication between you and your Heavenly Father
 - how to encourage good teen leaders
 - a great time of fellowship and fun, etc.

After you decide what kind of retreat and the goal, the planning will be easier.

2. Decide if you want a guest speaker and if so, make those arrangements (typically must be done 6 months to a year in advance)
3. Prepare the agenda – # of meetings or sessions, activities, meals, free time, etc.
4. Commit to pray individually and corporately for the upcoming event.
5. Let Camp Hebron know of your goals so we can pray with you.

❖ Get the word out there.....be creative and informative

1. Use your church bulletin to start out your advertising with 'little teasers' about the retreat:
 - Suggestions:
 - Women's Retreat (*maybe they like making crafts, so promote this one week, then something else fun about the retreat in the bulletin the next week*)
 - Youth Retreat (*it must be fun for the youth, so promote the planned activities the first week and then the goals the next*)
 - Men's Retreat (*personal invitations work best, then follow up with an announcement in church and a note in the church bulletin or newsletter*)
2. Create posters and flyers or invitations to hand out or to mail/email to family and friends
3. Be sure to include recreation activity options in your advertising (a list is included in the registration packet or you can visit www.camphebron.org/recreationfacilities.htm)
 - However you decide to get the word out, remember that you want to entice the group so that they **will want** to sign up and not miss your event.*
4. It is very important to **set a deadline for your group** to sign up (preferably 6 or 7 weeks prior to the event because the last report is due to Camp 1 month prior). Many have found it helpful to ask for a non-refundable deposit from each person to avoid last minute cancellations. Another option is to give an early-bird discount to those who sign up by a specific date.
5. **Include individual names, addresses and phone numbers** – Camp Hebron will require this information on a Guest Group Roster, that will be sent to you along with the 1 Month or Final Report.