

Planning a retreat takes a lot of work. There are many details to ponder, people to consider and resources to coordinate. This guide was created to help lead you through the process and cover details to consider (**accommodations; meal provisions; meeting space; recreation activities; free time options, cost and travel considerations, etc.**) to meet the need of your group.

## Getting Started

**Who will be attending the retreat?** This will dictate the framework of your retreat planning and influence the type of lodging best suited for your group. Camp Hebron can provide a variety of options based on group size, need and budget. Examples of overnight accommodations based on group size, style, need, etc., include:

- Women's Retreat (*motel style - Sylvan View or Hillside Villa*)
- Men's Retreat (*Fern Glade Cottage is the ideal setting, but any facility could work*)
- Married Couple's Retreat (*motel style - Sylvan View or Hillside Villa*)
- Youth Group (*cabins, shelters or campground*)
- Family Reunion (*depends on size of family and personal preference, Camp Hebron offers motel style, cottages, or camp ground facilities*)
- Corporate or Board Planning or Training (*motel style with conference room space*)

**What is the objective or goal of the retreat?** Every retreat group has a different goal in mind. For some it's spiritual renewal, for others it may be refreshment and rejuvenation or quality family time. Many choose to book retreats for team building, leadership workshops and training events as well. While no two groups have exactly the same needs or goal, all that matters is that the event is planned to suit your groups' needs. This will ensure the best result possible.

**What would make the retreat even more rewarding and special?** This consideration could include a recreation space for kick ball to setting up a coffee shop. Camp Hebron can provide group facilitation of our climbing wall, low and high ropes, or cooperative team building activities. But don't overschedule. Free time is also important for refreshment or impromptu activities.

## Making a Reservation

1. Call the Camp Hebron reservationist or email [Reservationist@camphebron.org](mailto:Reservationist@camphebron.org) with the following information:
  - ✓ Retreat dates preferred
  - ✓ Type of lodging preferred & number of rooms, cabins, etc.
  - ✓ Meals needed
  - ✓ Estimated number of guests in 3 age categories (ages 12+, ages 4-11 and younger)
  - ✓ Activities

2. Camp Hebron will then email you the following:
  - ✓ Booking Contract (includes specific details and rates)

***Please be sure to read the booking contract, as it is a formal agreement between Camp Hebron and your group.***

- ✓ Guest Group Reservation Agreement
- ✓ Activity Options

After reviewing the contract, please sign and return along with the Non-Transferrable, Non-Refundable deposit to reserve the facilities. Once contracted, the resources will be reserved for your group and will not be offered to others. And though no group ever intends to cancel after signing the agreement, it can occur. Cancellation fees are calculated as follows:

- 1) Up to 45 days prior to event – Guest group will pay 90% of the *Estimated Booking Invoice*
- 2) Between 46 - 90 days prior to event – Guest group will pay 75% of the *Estimated Booking Invoice*
- 3) From date of agreement or 91 days +, prior to event – Guest group will pay 50% of the *Estimated Booking Invoice*

3. Other paperwork requested.
  - ✓ **A Tax Exemption form** (*if applicable*)
  - ✓ **A Certificate of Liability Insurance.** (*Simply call your insurance agent, and have them email it to Camp Hebron.*)
4. You will receive a **Final Report** (approximately) 6 weeks prior to your event. We request that the completed report with updated #'s be returned to Camp Hebron 2 weeks prior to your retreat.



**Planning a year in advance if possible is ideal however development of a retreat can be coordinated in less time if necessary. This list has been developed to guide you through the process and incorporates Camp Hebron deadlines.**

#### **1 year from retreat date**

- If you do not have a planning committee, build one – *(many hands make light work)*
- Assign **one** person as the contact person or group leader, for Camp Hebron
- Begin working on the objective or goal for the retreat and secure guest speaker or facilitator
- Announce the date to the group to start generating excitement – create a power point for your church or hang flyers

#### **9 months out**

- Promote your event and look for creative ways to generate excitement
- Consider charging guests a certain amount by a specific due date and then a higher amount after that date or ask for a **non-refundable deposit (as incentive to get them to commit)**
- You may also consider charging guests a slightly higher fee to cover any unexpected costs (resource materials, guest speakers or facilitators, your time, activity fees, those last-minute cancellations, etc.)
- Begin working on a tentative schedule

#### **6 months**

- Select the activities (team building games, challenge course, climbing wall, wagon rides, etc.) and secure these with Camp Hebron. The low ropes and team building games can be designed to complete your group's goal.
- Plan and secure travel arrangements
- **Promote the event** – power point, flyers, email invites, personal invites, etc.
- Announce registration deadline and start taking registrations
- Do lodging assignments **as the reservations come in**

#### **4 months**

- You will receive a phone call from our Guest Services team to introduce themselves to you.
- Confirm scheduled activities (challenge course, private use of gym, trail rides, etc.) with Camp Hebron.
- Now is the time for specific announcements about date/location/theme. **Promote, promote, promote!**

#### **2 months**

- Remember once the Final Report is submitted, **you are responsible for 100% of those numbers**
- *How is sign up coming? - Promote the event! Promote the event! Promote the event!*
- Prepare packing list (bedding, flashlight, bug spray, bibles, etc.), rules/guidelines, schedule to give guests
- Have participants/parents sign release forms if needed by your organization or for Camp Hebron adventure activities

#### **2 weeks – Final Report is DUE**

- Final numbers for lodging and meals
- Meeting room set up needs, Activities, etc.
- Send Camp Hebron a copy of your Itinerary, with the Final Report

Reservationist will prepare FINAL INVOICE based on this report and will e-mail it within a day or 2 of receipt. Remember that payment is **due upon arrival**, *unless payment arrangements have been made for 7 days after.*

- Purchase thank you gifts for speaker(s), facilitator, etc.
- If youth are involved, provide parents with emergency contact numbers.
- Provide packing list to your group and tell them where to meet upon arrival.

#### **Upon arrival**

- If not arriving together, make sure people have maps and know where to meet.
- Group leader should check in at the office and settle the invoice or meet with assigned host *(if previously arranged)*.
- Go over necessary rules with your group and post schedules or make sure copies are available.

#### **Post Retreat**

- Fill out an evaluation form
- Rebook within two weeks and get a 5% discount on lodging *(as long as previous retreat was paid)*

Providing good leadership for a retreat takes a lot of work. Give yourself space to relax and enjoy a special treat. And, thanks!