



Retreat planning Guidelines

We recognize that planning a retreat takes work. There are many details to ponder and people to consider. Important decisions include accommodations, meal provisions, and meeting room (s) needed, followed by activities, both planned and informal free time, that would most benefit your group. Cost and travel time are also important factors.

Getting Started

First and most obvious is the **type of retreat** being planned. This may dictate the type of lodging best suited for the retreat. Camp Hebron is well suited for a variety of options:

- 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*)

Second, determine **the specific goal for the retreat**. What experience do you want people to come away with? These experiences may include spiritual renewal or significant family time, enrichment or simply refreshment. There is no "right" or "wrong" goal, it just needs to be the one right for your group.

To accomplish the goal for the retreat, what activities do you want included? These could be 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 with the following information:
 - Retreat dates preferred
 - Type of lodging preferred and number of rooms or cabins needed
 - Meals to purchase
 - Estimated number of total guest over age 13 (adult), children (age 4-12), and younger children
 - Activities
2. A Non-Refundable deposit will be required to reserve facilities. When this is received, Camp Hebron will send you the following two items. Please read them in entirety as this is a formal contract between Camp Hebron and your group. These will need to be signed and returned by due date.
 - ***A Guest Group Reservation Agreement***
 - ***Estimated Invoice***

Once contracted, the resources reserved are for your group and cannot be offered to others. Therefore the cancellation policy is as follows: Once the contract is signed, you are responsible for 50% of the estimate, at 3 months prior 75% and within 6 weeks 90%.

3. Other paperwork requested.
 - ***A Tax Exemption form*** (if applicable)
 - ***A Certificate of Liability Insurance***. This is as simple as a phone call to your insurance agent, who can forward it directly to Camp Hebron.
4. You will receive a ***Final Report*** (approximately) 6 weeks prior to your event. You'll need to complete that with your updated #'s and return it to Camp Hebron 2 weeks prior to your retreat.

A year to plan is ideal, but not necessary. Check through this list as you can, taking note of Camp Hebron deadlines. *(the timing of dates are simply guidelines, and not a definitive schedule)*

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 for Camp Hebron
- Begin working on the theme or goal for the retreat and secure guest speaker
- 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
- Begin working on a skeleton schedule

6 months

- Select recreational activities and secure these with Camp Hebron
- Plan and secure travel arrangements
- Promote the event – power point, flyers, email invites, personal invites, etc.
- Announce registration deadline and start taking registrations.

3 months

- You are responsible for 75% of the estimated numbers of rooms and meals.
- How is sign up coming? Start making the final adjustments on housing or meals. Remember that once the Final Report is submitted, you are responsible for 90% of those numbers.
- Promote the event! Promote the event! Promote the event!
- 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

- Prepare packing list (i.e. bedding if needed, flashlight, bug spray), rules/guidelines, schedule, etc. for your group.
- Have participants/parents sign release forms if needed by your organization or for Camp Hebron adventure activities.
- Begin lodging assignments **as the reservations come in.**

3 weeks – Final Report is DUE

- Final numbers for lodging and meals
- Send Camp Hebron a copy of your group schedule

2 weeks

- 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

Upon arrival

- If not arriving together, make sure people have maps and know where to meet.
- Group leader should check in at the office or with your assigned host to receive your any necessary information or keys.
- 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

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