



# Retreat Planning Guide

Planning a retreat can be a fun and exciting experience with the right guidance and tools to make great decisions prior to, during, and after the retreat. Camp Findley offers a wide range of assistance for any group leader or team that is beginning the process of retreat planning. The following information will guide you as you consider the purpose for your retreat, the logistics at Camp Findley, and the details for a wonderful time away with your group, church, or family.

- **Determine your reason for having a retreat and who you want to attend** - Is this a youth retreat or a family retreat? Is this a confirmation retreat or a church planning retreat? This initial information will give you an idea of the purpose and scope of the retreat and who to invite and how.
- **Define your goals** – The purpose of the retreat is an important decision. What do you hope to accomplish through this retreat experience?
- **Develop your retreat theme** – This doesn't have to be very complicated or theologically deep at this point. Determine a general theme and shape it as you plan.
- **Compile your retreat leadership team** – The team approach always works best. Recruit a team to be responsible for the various aspects of the retreat (Bible study, food, fun activities, devotions, clean-up, etc.). Confirm availability of your keynote speakers, musicians, and other leaders.
- **Outline your program schedule and activities** – Having a retreat schedule is an important tool for planning and implementation. It also gives the leaders an indication that the retreat is organized. You may or may not share the schedule with the retreat participants, but you'll have a plan with which you can begin filling in details.
- **Select and confirm retreat dates with the Camp Findley office** – Camp Findley is available to groups on a first come, first served basis for retreats. Use the online Retreat Inquiry Form to begin the process of securing the date for your retreat. Do this as early in the process as possible to get the date you want. A deposit will be required when booking a retreat.
- **Decide if you will have Camp Findley prepare and serve meals for you or prepare your own meals and snacks** – Meals are an important time on retreats. Groups interact over meals in a unique and special way. If you plan to prepare meals on your own, a menu and shopping lists are important tools for success. If you plan to have the Camp Findley Staff prepare meals for your group (leaving you more time to be on retreat), a cost schedule will be provided for you. Groups of less than 12 will need to prepare their own meals unless special arrangements are made in advance with the camp office.

- **Determine the overall cost for your retreat** – This includes the fees Camp Findley charges plus any program costs you think you will incur. Budget in food costs, supplies, any fees for speakers or musicians, and travel costs (gasoline, tolls, food, etc.).
- **Plan your transportation needs** – Do you need to rent a bus, have people carpool or have each participant arrange for their own transportation? Distance will play a part in this decision. Be sure to check your insurance coverage for personally-owned vehicles being used for transportation to your retreat.
- **Review Camp Findley’s policies and add any of your own expectations of behavioral guidelines** – This should be presented to the leadership team ahead of time for consideration. Be sure these expectations are made clear to all who are planning to attend your retreat.
- **Develop your publicity plan** – Is word of mouth sufficient, or do you need to create a brochure to promote your event? Advertising is important for people to get excited about the event, to learn more about it, and to invite others to join in the fun. Camp Findley can offer ideas and guidance for retreat advertising.
- **Set up a registration process** – Requiring a deposit will help you ensure that those registering are serious about attending. Plan to greet people as they arrive and register them for the retreat, unless this was done ahead of time. Keep accurate records of payments, registration forms, permission slips, and medical release information. Assign one of the leaders to this important task.
- **Finalize your plans with your leaders and with Camp Findley** – Have a final planning meeting prior to the retreat for last-minute details and concerns. Review the schedule, menus, registrations, and answer any final questions.
- **Come to Camp Findley and enjoy God’s beauty and the time away from home!**  
Camp Findley is simply holy ground waiting for you to come and experience. See you at Camp!