Quick Tips

RETREAT PLANNING CALENDAR

Two Months before:
- Determine the purpose of retreat
- Reserve site
- Contact outside resources (speakers, facilitators, etc.)
- Determine date and location
- Appoint members to help

One month before:
- Determine format
- Send letters to members including Important information (costs, travel, What to bring, etc.)
- Reserve equipment

Two weeks before:
- Make food arrangements
- Duplicate maps, handouts, etc.
- Confirm site arrangements
- Confirm speakers
- Make checklist of who is to bring what

One week before:
- Gather equipment and visual aids

Day before:
- Deal with last minute emergencies

After the Retreat:
- Evaluate and put information together to Help the next retreat planner
- Send thank you notes
- Implement action plans from retreat
**Steps for Planning**

**STEP 1: GOALS**
Write out the goals and purpose of the retreat. List skills and behaviors you want each participant to experience. Possible goals include team building/unity/awareness, training, communication, problem solving, socializing, learning, orienting, and building a sense of community.

**STEP 2: EXPECTATIONS**
Allow members to share their expectations of the retreat and discuss what is expected of them during the retreat (undivided attention, participation, cooperation, planning, etc.)

**STEP 3: LOGISTICS**
**TIMING:** season/climate, campus and academic events.
**LENGTH**
**BUDGET**
**SITE:** distance, space, facilities, equipment
**TRANSPORTATION**
**MEALS:** who will buy food, cook, clean up?
**AGENDA:** plan time carefully, but allow for flexibility; give participants a copy

**INTERACTION CONSIDERATIONS**
**PRE-EXISTING CONCERNS:** Issues or problems participants will bring with them.
**ATTITUDES:** Receptiveness of participants
**Group DYNAMICS:** stage of development of the group
**ACTIVITIES/PRESENTATIONS**
**CONSIDERATIONS**
**FACILITATORS:** be sure to tell them the history of the group and any special concerns
**FORMAT:** mix large and small group activities, plan free time
**TIME:** allow time for processing each activity, hourly breaks
**COMPATIBILITY:** plan events with people’s schedules in mind (easy activities early in the morning, etc.)
**ACTIVITIES/PROJECTS:** bring extra supplies, rotate groups to avoid cliques

**ADVANTAGES OF A RETREAT**
- Enhances member’s experiences
- Eliminates daily distractions
- Fosters healthy communications
- Creates a shared experience
- Maximizes participation

**SCHEDULE CONSIDERATIONS**
**OPENING:** Introductions, discuss goals and expectations, rules and responsibilities, conduct ice breakers/energizers to start
**PRIORITIES:** Identify the most important concerns which need to be addressed, determine how they will be addressed
**TEAM BUILDING:** Schedule activities between major presentations to break up monotony, bring extra ideas to fill in gaps in the schedule, make sure risk levels match the group.
**MEALS/SNACKS:** Three meals plus snacks, have healthy energizing snacks, schedule light activities after meals
**OUTSIDE PRESENTERS:** Introduce them to the group, allow some time for members to talk with them one-on-one
**HANDOUTS:** Give members handouts to minimize time used to take notes
**CLOSING:** Exercise should include reviewing goals set
**EVALUATION:** Each session of the retreat should be evaluated, results given to the speakers and planners
**CLEAN UP:** Everyone should help

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