

RETREAT PLANNING GUIDE | PART 1

CRITICAL COMPONENTS: *The goals and motivations driving your event.*

<p>WHY: What is the main reason you want to retreat?</p>	<p>CONTENT: What is the main message/theme you want to communicate throughout the event?</p>
<p>RESULTS: What are the desired outcomes you want to reach as a result of this retreat?</p>	<p>ATMOSPHERE: In only three words, describe the kind of environment you want to create.</p>
<p>TONE: On the scale below, make a mark indicating where you want this retreat to land:</p> <p style="text-align: center;"> <i>Rest, relax, & rejuvenate</i> ○ ----- ○ <i>Challenge & motivate</i> </p>	

LOGISTICS: *Details, leaders, and meeting basic needs.*

<p>TIMELINE: Arrival date and time: _____ First meal: _____ Departure date and time: _____ Last meal: _____</p>	<p>LODGING: How will you be grouping people for lodging? (Consider tents, cabins, RVs; groupings by gender, families, age, small groups, etc.)</p> <p>Are there any special needs or handicaps that need to be addressed?</p>
<p>LEADERS: Organizer/group leader(s): _____</p> <p>Main speaker(s): _____</p> <p>Worship leader(s): _____</p>	<p>MEALS: Are there any limitations or allergies that need to be considered?</p>



WAUKAWAY SPRINGS CHRISTIAN RETREAT CENTER

189 Co. Rd. 2351, Vossburg, MS 39366 | waukawaysprings.com | 601.787.3100 | waukawaysprings@gmail.com

To further the Kingdom of God by equipping, empowering, and evangelizing generations.

RETREAT PLANNING GUIDE | PART 2

PLANNED CONTENT: *The spiritual and relational message communicated during the retreat.*

<p>TEACHING SESSIONS: Considering the length of your time here, how many sessions would be best to cover your main theme? Break it down below.</p> <p>What can you do to create a sense of trust and vulnerability right away?</p>	<p>SMALL GROUP DISCUSSIONS: Will you have small group discussions following the teaching?</p> <p>How will your small groups be formed?</p> <p>Who will be your small group leaders?</p> <p>What questions will be discussed?</p>
<p>WORSHIP: What kinds of worship will you plan into your retreat? (Musical worship, communion, prayer times, quiet reflection, sharing of testimonies, sensory experiences, etc.)</p> <p><i>If you are planning to include musical worship:</i> What style and delivery would best reach your participants in light of your main goals?</p> <p>What songs would enhance the meaning or application of the main theme?</p>	<p>BREAKOUT SESSIONS: What actives or breakout sessions could you offer that would reinforce your main message? (Think: team-building, relaxation, reflection, health-related, etc.)</p> <p><i>Consider: Will you offer them to the whole group? Are they optional? Will you stack them into sessions where they have choices between a few options?</i></p>

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RETREAT PLANNING GUIDE | PART 3

MEMORABLE MOMENTS: *Planned, impactful connections.*

<p>WELCOME/HOOK: What can you do to create excitement for each participant as soon as they arrive? How can you make each one feel special and wanted?</p>	<p>SURPRISE: Is there something you want to do (possibly in the middle of your timeline) to surprise your participants? (A special treat, goofy games, team challenges, lip-sync battle, or something else completely unexpected.)</p>
<p>INTEGRATION: Is there a way to integrate your theme into meals, lodging, or other “routine” parts of your retreat?</p>	<p>SEND OFF: Is there a tangible thing or final activity that will leave each participant walking away excited by what they’ve gained from this experience?</p>

SCHEDULE: Now that you know your “whys” and what is important to this event, you can build your schedule. Get out a large piece of paper and start planning out your time line:

- Put your meals down first (we advise you to allow an hour per meal). Meal times at Waukaway are typically 8 am, noon, and 5:30 pm.
- Then plan the nonnegotiables next - depending on your groups needs this might mean teaching/worship sessions, small group discussion times, other activities, etc.
- Plan bedtimes! People will enjoy their experience more and get the most out of your content if they are rested and able to focus.
- Lastly, go back through and make sure EVERYTHING lines up with your goals for the retreat.

We are here to help! If you need or want help as you plan your retreat, please give us a call at 601-787-3100. We look forward to serving you!



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