

WHITEHALL
CAMP & CONFERENCE CENTER

Est. 1892

"Come with me to a quiet place and get some rest" ~ Mark 6:31

Retreat Planning Packet





"Come with me to a quiet place and get some rest" ~ Mark 6:31

Welcome to Your Retreat Planning Packet

It is my hope and prayer that this manual will be a help to you in planning your retreat whether it is here at Whitehall Camp & Conference Center (Whitehall C&CC) or at one of the other wonderful facilities you have to pick from. We want to take a moment and thank Jumonville for putting together this collection of information from a wide variety of places and times for us to share. We have tried to adapt the material to be most useful to you. There is a gold mine of materials currently available in the area of camping and retreat planning. Don't hesitate to contact me or any of the Whitehall staff if you would like additional help with resources or other areas of help.

If you would like additional information about our facilities here at Whitehall please let me know. We would be more than happy to help you to send you additional information about our facility.

Please don't let anyone kid you, if you are in charge of planning a retreat, you have a big job on your hands. Don't take it lightly. The work load can be overwhelming at times, but a great deal can be accomplished in a retreat setting. You have the opportunity to change lives for the kingdom enjoy the experience!!

Our hope is that though reading this planning packet that you will find the best way to share the gifts and talents that the Lord has provided you with. Remember that is only by using what you have been given that you will receive more. Good luck and God Bless

In His Service

Jill M. Henry
Guest Services Coordinator



You –The Retreat Coordinator

Retreat! The word is filled with emotions of excitement, adventure, relaxation and fun. But when “retreat” is coupled with “coordinator,” the very sound of it strikes panic into the hearts of grown men and women!

Unfortunately most retreat coordinators are “sweet talked” into their positions with tactics similar to these:

- It won’t take much time - we’ve already picked the date.
- You won’t have too much to do – you can delegate the work.
- We know you can do it. Here is all the information from last year. And here is a list of the troublemakers that we said couldn’t come back.

- You gotta do it. No one else will and it’s just two weeks away.
- The LORD has led our committee to ask YOU to do the job.

No matter what the committee might say retreat planning is hard work. Individuals who accept the responsibility must take the task seriously and plan to spend ample time on the project. A poorly planned and executed retreat is worse than no retreat at all.

Here is a guide to help you in planning your retreat. Just remember, no two retreats are exactly alike and everything in this packet may not apply to your situation.

Why a Retreat?

A good way to start answering that question is to ask “Who is this retreat for?”, “What are their needs, their wants, and their interests?” Often we assume we know the needs and want of a particular group of people and then set about designing a program or retreat to meet the needs we think they have. Make sure the individuals in your group are interested in what you are offering in a retreat. If they are not, it is very likely that attendance will not be good. Ask questions. Talk to the people in your group. Use evaluations or questionnaires from other events or retreats that will give you the answers to these questions. Try to think like the individuals in your group.

If you have planned a retreat before, and the results were successful, ask “Why was it successful?” or, “Why not?” Repeat your winners, but stay on top of current issues, trends and interest when you are deciding goals and purpose.

Very often, it can be a simple, but very worthwhile goal or purpose such as “Getting away in a beautiful environment to spend some time with God;” “Reevaluate

goals with family in a relaxed setting;” “Spiritual refreshment and inspiration.” For youth, it can be “a time of growing close to others in a group while having fun!” This is an excellent opportunity for counselors and leaders to demonstrate Christ’s love in a practical, everyday way. Or, your goals could be for a learning, educational experience combined with relaxation, refreshment and inspiration.

Many times, the things you want to accomplish at a retreat or conference cannot be accomplished at church or at home. **There is something about taking time away in an atmosphere that stimulates people to listen, rest, talk and refresh. This kind of experience can be therapeutic for tired bodies and frazzled nerves.** The retreat setting means getting away from the everyday routine, telephones, television, and having the opportunity for uninterrupted fellowship... These elements make a retreat a unique time for relaxation, inspiration, learning and just having fun with friends and family.

How to Choose a Retreat Facility?

It started out as a rather uneventful October Tuesday morning, and then a young woman walked into our camp Office asking in which cabins her group of 45 would be staying. We were not expecting a retreat group that day!

I thought to myself, there must be a mistake. . . they are at the wrong camp. We frantically checked our reservation book and file. There was no booking and no contract!

It was 11 a.m., and the group of 45 waiting in our parking lot was expecting lunch! How did this mix-up come about?

How did this mix-up come about? The group had two leaders, and each had assumed the other had made arrangements with the camp. We hadn’t heard from either one.

This nightmare of a situation points out the extreme importance of good pre-retreat communication between the group looking for a retreat facility and the potential camp or conference center.

It’s a good idea for those responsible for planning a retreat or conference to make some decision about just what

they are looking for in a facility before they start calling camps to check prices and availability.

Choose just one member of the group to be the contact person with a potential retreat facility. After making reservations, this person should be the group representative with the camp or conference center.

Begin by agreeing on a purpose for the retreat. A well-defined purpose will help set some parameters for the kind of facility you need. If you are doing a marriage enrichment weekend, nicer accommodations may be more important than lots of recreational opportunities. A youth group wanting to spend a fun weekend together may put a high priority on what recreational facilities are available.

Several questions to be answered before calling a facility would be:

- ♦ What kind of accommodations do we want; motel type, dorm rooms, or “rustic” cabins with no plumbing and no heat?

- ◆ Do we want to cook for ourselves or have the meals provided? If we do our own cooking, is there an extra charge?
- ◆ Do we want bathrooms in the cabins or are outside shower houses okay?
- ◆ Do we want a “tuna surprise” or “roast beef” quality evening meal?
- ◆ How much money do we want to spend, and more importantly, what is the group as a whole willing to spend?

Your group, that was so enthusiastic about the super low price you got for them, may not be too enthusiastic about the sagging mattresses and the mystery meat sandwiches. Just one suggestion about price if you feel like your group would appreciate something just a little nicer, but several people wouldn't be able to afford it, go with what most people could afford. Then you can offer financial assistance to those needing it. Or you can charge your group a little less than the actual cost and ask several people who can afford it to help make up the difference.

Here are a few more questions to consider before you start calling camps:

- ◆ How large of a group can you **realistically** expect to have?
- ◆ How many meeting rooms will you need?
- ◆ Do you mind sharing a facility with other groups?
- ◆ When do you plan to arrive and depart?

Have several options on dates that would work for your group. This will save you time later should you find that the facility you want is already full on the weekend of your first choice. It is also a good practice to confirm dates for a site before you confirm dates with a speaker!

When comparing prices between retreat facilities, in addition to comparing the meeting and lodging facilities, make sure you ask what is and is not included in the basic fee.

- ◆ Is there an extra charge for use of meeting facilities?
- ◆ What recreational activities are available? Does use of certain recreational equipment or do some activities cost extra?
- ◆ Do you provide your own audio/visual equipment such as a VCR and TV or will the facility provide it? What is the charge for such service?
- ◆ Is a separate speaker's room available? Does it cost more than the normal facilities?
- ◆ Are linens available or do we bring our own bedding? If linens are provided, will the bed be made up by you or the camp staff? It is best to not make assumptions.
- ◆ Is coffee available for break times?
- ◆ What about campfires and communion elements?

You will have a better retreat experience if all of these details and questions are worked out before you arrive at the site - better yet, before you sign a contract.

You will want to have a written contract signed by your group representative and by the camp representative. This will further insure good pre-retreat communication and will get, in writing, agreed upon arrangements.

A facility that is doing a good job in serving guest groups will require a contract and a non-refundable deposit, usually 10 to 15 percent of the minimum fee. Be sure you understand

what additional cancellation charges there might be should you cancel after you have signed a contract.

Also, be sure that the minimum number of participants, and the corresponding minimum fee, is reasonably attainable. Take those contracts very seriously. Your church or organization board will take the matter very seriously if they have to make up the difference when you miss your minimum or they find themselves paying cancellation charges.

Another very important consideration in finding the right facility for your retreat is evaluating the camp or conference staff's attitude toward service and hospitality. What is their philosophy and service record in working with retreat groups?

One good indicator of a service minded facility is that they should have staff available throughout your stay to answer questions and take care of needs you might have during your retreat. You will be happiest in the facility where the staff views serving retreat groups as an important part of their ministry, not just a way to fill beds and help pay the bills.

Talk to other groups and find out where they have received the best service. Whenever possible, make a visit to a potential site. Talking in person with a representative at the facility and seeing the buildings and grounds will answer a lot of questions that aren't so easily answered over the phone.

A visit to the facility will also give you some insight into how a camp or retreat center feels about & serves its guests. If you find out they have “over sold” their facilities in a brochure or over the phone, there's a good chance they might be “over selling” their service too.

I like the hotel advertisement with a caption under a picture of a beautifully prepared buffet table, which reads; “Much as we enjoy the more glamorous aspects of meeting preparation, we can be just as enthusiastic about getting you an extension cord.” Find the facility whose staff is as cheerful about getting you an extension cord as they are about preparing your statement.

The important element of service might be worth the cost of a few extra dollars for to insure that your group will have a quality retreat experience.

When you find a camp or retreat facility that you feel comfortable with, consider the benefits of building on that relationship. Always shopping around for a facility that is just a little less expensive can be costly in the long run.

Working with a facility and staff you know and trust will again mean better pre-retreat communication and improve your chances of getting the level of service that is so important in making your retreat a positive one.

A footnote to all of us who tend to be procrastinators - start early in finding and reserving a retreat facility. The best dates and the nicest facilities get booked first. Consider reserving a facility six months to a year before you want to have a retreat. If you are happy with a facility, it might be a good idea to make your reservations for the following year before your retreat is over.

How do you find the right retreat facility for your group? Do your homework, know what you want, and then ask lots of questions. Initiate lots of pre-retreat communication within your group and the retreat facility.

Remember, it is always best not to make assumptions. You don't want to be the retreat leader who walks into a camp office someday only to find out they weren't expecting you!

Planning Your Program

In planning your program, refer to the research done when you were identifying your purpose and goals. Whether you are planning a youth retreat, a women's retreat, men's retreat, or family retreat, it is important to make sure you are offering your group what fills their "wants and interests." Also be sure you are keeping up with current trends. Don't rely on the old, "This is the way we've always done it" routine. Fresh ideas and subjects that relate to current issues and trends are a must if you want to keep your group interested. Know the people in your group and be sure your program is designed for them.

Speakers, Musicians, and Other Program People

The same principle applies to choosing a speaker and other program people. If your conference is depending on a key speaker as an attendance draw, make sure your speaker is well known and can talk about major issues that relate to the majority of your group.

Often, the key speaker sets the tone of the whole conference. So it is important that speaker selection is done carefully and thoughtfully.

Music should also be planned to fit into the rest of your program and complement the speaker. Many times, the person who does your special music will not or cannot lead group singing. This should be discussed up front so that your musicians know what is expected of them. Also, plan for an accompanist if necessary. It is unusual to find one person who can fill all three roles-special music, song leader and accompanist.

For current, popular speakers and musicians, keep in touch with other groups who have done similar retreats for recommendations. You could appoint two or three people to research speakers and musicians. Suggest to them that they review speakers and musicians who have been successfully received at other current conferences. Ask for evaluations. Contact the program directors for these events. Most are willing to share information and ways to contact speakers and musicians. Word-of-mouth is usually the best way to find the speaker you want.

Some final suggestions in selecting speakers and program people:

- ◆ Line up speakers well in advance. (For some well-known, popular speakers, a minimum of a one-year lead time is a general rule.)
- ◆ Do they agree with your purpose/doctrinal statement?
- ◆ Do they agree with your objectives for your retreat?
- ◆ Do you have good, valid recommendations? Or, have you read anything by this person or heard them speak?

Honorariums

Before contracting a speaker, establish your budget and determine what you can pay a speaker. Figure travel expense, meal and housing expenses during the retreat, as well as honorarium. Be sure to include your other program people's expenses into a budget also.

When considering what you will pay a speaker, remember that popular speakers often rely on speaking engagements as part of their annual income. Good speakers spend many hours in preparation and often this is underestimated when we try to place a monetary value on their ministry. Many speakers find that in adding up the additional

costs involved in speaking, such as clothes and preparations, not to mention being away from home, they often lose money.

Make sure you have added enough to the retreat fee to cover speaker's costs.

If you feel you have to charge too much to cover these extra costs, you might want to consider having speakers from within your group.

When you have decided what you can pay your speaker, let them know in your initial contact with him or her.

When possible, you may want to talk personally with the speaker first to make the agreement. Then follow-up your conversation with a written confirmation.

Travel

If your speaker is traveling by air, decide if you want to make the reservations or ask your speaker to make them. If they make their own reservations, state that you will reimburse them. Also clarify if you will be providing transportation to and from the airport. Or, if they wish to make other arrangements. In either case, the mileage should be included in your travel costs. Include information and directions to the airport nearest the site. If they are driving themselves, include driving instructions to the site.

Care of Your Speaker

Be considerate of your speaker's needs for rest and privacy. Speakers spend many hours in preparation and traveling, which is usually very tiring. Talk with them to see what kind of scheduling they can handle comfortably. Consider time for informal availability, number and length of sessions, and time for rest, study or recreation. Make sure you have a comfortable, private place for them to stay. You may need to make arrangements for linens if your speaker is traveling or not accustomed to camp settings. A basket of fruit placed in their room is appreciated.

Written Agreement

Here is a suggested guideline of items to include in making a written, confirmation to your speaker.

1. Your purpose statement
2. Date of retreat
3. Schedule of retreat. How many times they will speak?
4. Honorarium amount
5. Travel:
 - ◆ Mode of travel
 - ◆ Tickets will be ordered by _____ (optional)
 - ◆ Other mileage

- ◆ Confirm that travel expenses will be covered by your group.
- ◆ Nearest airport. Are you providing transportation to and from airport (optional)?
- ◆ Directions to site.

6. Housing and meals will be provided as follows:

7. Books, tapes, albums:

If your speaker has published books or tapes, ask them to let you know if they would like you to have them available. How should sales be handled?

Schedule

In making the schedule, be sure that there is enough free time for the people in your group to enjoy the setting and some recreation if they wish. It is often frustrating for the participants if the schedule is so tightly planned that they don't have time to relax or enjoy available recreation.

For this part of your program you could appoint one or two people who would be responsible for recreation and free time activities. Again, keep in mind the people in your group and their interests. Use every opportunity available at the retreat center for the people in your group to enjoy being outdoors or to do a variety of activities that they will enjoy.

Schedule activities which encourage letting go of formalities and having fun.

These kinds of activities produce an atmosphere in which relationships are often strengthened and enhanced. A balanced program is a good program. Too much of one thing (like sitting) can be tiring.

In the appendix are some basic schedules for different age groups which might be helpful to you. These are not intended to be complete, but could serve as a guide as you plan your own retreat schedule.

The Master of Ceremonies (this may or may not be the same person as the contact person for the group) should be someone who is familiar with the program and the program people, and who can relate well to the majority of your group. He or she should be well informed because it is their duty to make introductions, announcements and to keep the flow of the program going smoothly. To make sure your speaker is most effective; the M.C. should get them on early in the program without too many preliminaries.

If your budget allows, you could have a packet available at registration which could include a schedule, some note paper, workshop outlines, etc...

Some Tips on Money Matters

Choose a facility which will appeal to the majority of your group in terms of accommodations and service. A facility that is very inexpensive may not be attractive to enough people to make the retreat a success.

Read the contract carefully before you sign. Be aware of contract minimums (the number of people you guarantee will be there) and cancellation charges. **Remember to use past performance, not wishful thinking, in setting a minimum number.** "We're trusting the Lord for 250 people for this retreat," is a great goal but when only 35 women show up, the whole weekend flops.

Calculate the entire program, promotion and travel costs you will have and divide this by the minimum number of people you hope to have. Don't forget to add in the room and board costs for your speakers or other resource persons (people that won't be paying for their weekend but for whom you will be charged by the camp) when you are figuring out your total costs. Add this amount to the per person costs you are charged by the camp or retreat center. Make this your per person charge for the retreat. If you have more people attend than your minimum estimate you will have some money left over for next year's deposit and promotion.

Find out from the retreat facility what is or is not covered in their per person charge. If you have to pay extra for any equipment or services you will want to figure this into your program charge. In comparing facilities in the first place be sure you know just what you are getting or not getting for the basic fee.

If you are concerned about keeping the cost low so that everyone in your group can afford to attend, you might want to consider adding a couple dollars to the total price for everyone who can afford it. Then use the extra money as a sponsorship fund to help those who really do need some financial assistance. Also remember that charging too little for a retreat might make it sound like it's not going to be all that great... it can make people wonder about just how rustic the facilities are that they will have to stay in!

Begin promoting well in advance (2 or 3 months for a weekend retreat), requiring a non-refundable deposit from each person who plans to attend. Deposits help people follow through on commitments. You are a lot less likely to have people cancel at the last minute when they have already made a substantial investment.

If you find yourself just a short time away from the retreat and you still haven't reached your minimum - don't panic - just be very creative. Try these options:

1. Start a phone campaign, calling every member and friend of your group
2. Tell group members they can invite a friend who's never attended your group before to come along for half price
3. Invite another group within your organization to come along with you
4. Invite members of your group or other people you know to come along as your guests who otherwise were not planning to attend or who couldn't afford the retreat.

Promotion

Once again refer to the research done when you were identifying your purpose and goals. If this research was done accurately and you are already zeroing in on what the people want, you have made your first step in successful promotion. The second step is communicating that purpose or goal to your group in an understandable and attractive way. It needs to be communicated in a way that will make people want to attend.

Personal Touch

You need people on your promotion team who are excited and enthusiastic about what this retreat is all about. Enthusiasm is contagious and sometimes your best way to get others interested. Select people who are willing to personally invite others to attend. The personal touch is usually the best way to promote.

Brochure

There are several things to consider when deciding how much money and effort you want to put into a brochure which describes your event. First, to whom are you going to distribute or send the brochure? How much are you depending on personal contacts for recruiting? What else are you doing to promote and what kind of response do you expect? What is your budget? Before designing your brochure, refer again to your goals and purpose.

Ask: "Who is this for?" "What are their needs, wants, interests?" "What is it going to do for them?" The answers will guide the work on your brochure. Determine what it is that you are offering (i.e., relaxation, comfort, fulfilling relationships, peace of mind, inspiration, etc.). Remember that the purpose of the brochure is to:

1. Inform

2. Get them to come!

Keep it simple. Don't say anything that you don't have to say in the copy. Avoid clutter. The brochure will reflect the image of the event and the group sponsoring it, so make sure that it is done well and tastefully even if it has to be inexpensive. There are three fundamental ingredients in publishing a brochure:

1. Information

2. Clearly stated

3. Uniquely presented - very simple and direct.

It is also good to publish the schedule, which should include departure time and when the event is over; travel information and directions to site; information about the speaker/s, musician/s, and other program people; a registration form; and things to bring (sleeping bag, towels, etc.)

Other Promotion

Other forms of promotion you may consider, depending on your group and purpose, could be Public Service Announcements or paid advertising in local newspaper and radio stations. Of course nothing compares to advertising within your own constituency. This could include posters, newsletter articles, announcements in your bulletin, creative announcements and/or skits. Again, the personal touch and reinforcement of your group camaraderie always pay off

Registration

A registration form is usually included in the brochure or flyer describing your event.

Registration information should be clearly stated, i.e.:

- Cost of event
- Nonrefundable deposit fee see "Some Tips on Money Matters"
- Early registration discount (optional)
- Any extra costs

It is a good idea to choose a person to be responsible for the registration process - a person who is good at detail and accounting. Good communication with the retreat facility is essential since you are usually committed to a guaranteed minimum number. Check with the retreat center to see what

kind of housing is available to you, (i.e. how many beds in each cabin). A tour of the facility and the housing you will be assigned is also recommended. Often, the retreat center can provide you with room assignment sheets so that you can pre-assign housing to people as they register.

When the retreat begins, registration should be set up well in advance for early arrivals. The registration coordinator should appoint some people as greeters and cashier.

Supplies at the registration tables should include: name tags, extra schedules, maps and directions on how to find their cabin or dorm. Find out ahead of time from the retreat center about the proper procedure for placing signs directing people to registration.

Evaluation & Follow-up

Preparing Your Evaluation

Evaluation forms do not have to be lengthy. In fact they should be short and simple to answer. The purpose of the evaluation is to help you:

- ◆ Evaluate the success of meeting your objectives.
- ◆ Know what they liked or disliked about the retreat. (Speakers, program, facilities, food, etc.)
- ◆ Get suggestions on what they want to hear, do, etc. at future retreats.
- ◆ Follow-up spiritual commitments and people who are new to your group.

Just phrase your questions in a simple way that will tell you these things. A sample evaluation is included in the appendix.

Planning Your Next Retreat

The best time to plan for your next retreat is right after this retreat is over, while ideas are fresh and enthusiasm

is running high. It is also good timing for people to commit themselves to being on the planning team.

Use the information you have gathered from the evaluation forms.

Make decisions on the basis of majority opinions, not just one or two comments. The people who speak the loudest may be in the minority. *That is why a written evaluation is a good tool, because you hear from everyone - even the quiet participants.*

Personal Follow-up

Choose people who are willing to follow up on spiritual commitments and make further contact with people who are new to the group.

Retreat Leader's Checklist

	Suggested Lead Time	Target Date	Actual Date
Define Purpose/Goals	6-12 months		
Choose Facility & Date	6-12 months		
Reconfirm housing, meeting rooms, meal times, equipment needed, etc.	3-4 Months		
Send schedule to retreat facilities	3 weeks		
Give final numbers of people attending and confirm equipment needs.	1 week		
Meet with camp host at site. Finalize arrangements	On Arrival		
Plan Program	6-12 months		
Confirm Speaker	6-12 months		
Confirm special music and song leader	6-12 months		
Plan other program: workshops, select workshop leaders, recreation, free time activities	1-3 months		
Plan schedule, send to program people	1-3 months		
Confirm travel for program people	2-3 weeks		
Confirm schedule and program with program people	1 week		
Draw checks for honorariums	2-7 days		
Packets made up: schedules, note paper, maps, etc. Meet with speaker/s and other program people before the retreat for prayer and review of purpose and objectives.	On Arrival		
Make Budget (See worksheet)	6-12 months		
Promote	4-6 months		
Choose promotion team. Plan personal invitation strategy.	4-6 months		
Publish brochure	4-6 months		
Distribute brochure	4-6 months		
Send PSA's or other advertisements to newspapers and radio stations	1-2 months		
Arrange for announcements in Bulletins	3-4 months		
Other			
Organize Registration	3-4 months		
Registration Coordinator appointed	3-4 months		
Registration form and information completed and printed.	4-6 months		
Registration open. Begin setting up housing assignments.	2-3 months		
Registration day organized	2-3 weeks		
Evaluation & Follow-up	1-3 months		
Prepare evaluation form	1 week		
Choose people to follow-up on spiritual commitments and make further contact with people who are new to group.	End Retreat		
Compile information from evaluation forms	End Retreat		

Compliments of Jumonville

Schedule SAMPLES

Fifth Annual First Church of God Men's Retreat

October 21-23

Theme: WHAT DO I BELIEVE?

Dear Friend(s):

We are so pleased you are going to Whitehall Camp & Conference Center and we hope it will be a pleasant and rewarding experience. Reservations have been made there for you. We hope this will not be necessary, but if you must CANCEL for any reason, PLEASE call the church office (724-222-3415), or Harry Thompson (724-222-3541) as soon as possible as we must make final confirmation of reservations with Whitehall C&CC by Monday A.M., October 17. It will be necessary for you to pay for any reservation made but not used. The following information may be helpful:

WHAT IS A MEN'S RETREAT?

This will be an informal time of sharing together in fellowship, inspiration, recreation, and spiritual growth. This can be a very fruitful weekend of not only relaxation but also for raising personal and group problems and sharing insights.

WHAT WILL WE DO?

The following schedule is very flexible and not meant to be a rigid routine we must follow all the time.

FRIDAY: Cars and drivers will leave at various times throughout the day. If you need a ride, contact Tom Jones. When you get to Whitehall C&CC, go straight to Fallen Oak Lodge or stop in the office if you need directions. Feel free to walk or explore as you wish. Harry Thompson, who is acting as our contact person, will check in our group at the Whitehall C&CC Office and make detailed arrangements.

SCHEDULE:

8:00 – Refreshments

9:30 - Introduction to the theme, "What do I Believe?"

10:30 - Snack and Fellowship

SATURDAY:

8:00 - Breakfast

9:30 - Devotions

10:00 - WHAT DO I BELIEVE? (continued)

12:00 - Lunch

Afternoon free time (try exploring great time for hiking, picture taking, napping, recreation....)

4:00 - WHAT DO I BELIEVE? (continued)

5:30 - Dinner

7:00 - Campfire, movie, more discussion, devotions, snack.

SUNDAY:

8:00 - Breakfast

9:30 - Personal time apart - Read and meditate on John 14:1-21

10:30 - Worship

12:00 – Dinner

1:30 – Closing and Check Out

WHAT SHOULD I BRING?

1. Warm, informal clothes (NO formal clothes will be needed)
2. Sleeping bag or sheets and blankets, pillow, towels, soap
3. Hiking shoes, horseshoes, camera, or anything else you may want to use for recreation.
4. A flashlight
5. A Bible
6. Your registration fee
7. Any snack foods you may want

WHERE WILL WE BE?

Whitehall C&CC; 580 Whitehall Road; Emlenton, PA 16373; 724-867-6861

DIRECTIONS:

Coming From The West: Take Interstate-80 east to exit 45. Turn left at the stop sign off the exit. Go to the T and turn right. Follow Rt. 208 to Ellis Chevrolet. Turn left at Ellis Chevrolet and go up the hill to the stop sign. At the stop sign, turn left. The main entrance for Whitehall Camp and Conference Center is located on the left-hand side of the road.

Coming From The East: Take Interstate-80 west to exit 45. Go to the T and turn right. Follow Rt. 208 to Ellis Chevrolet. Turn left at Ellis Chevrolet and go up the hill to the stop sign. At the stop sign, turn left. The main entrance for Whitehall Camp and Conference Center is located on the left-hand side of the road.

RETREAT SCHEDULE

(SAMPLE)

FRIDAY

7:00 Registration
8:00-9:00 Meeting
Worship
Special Music
Speaker
9:30 Fellowship & Refreshments

SATURDAY

8:00-9:00 Breakfast
9:00-10:00 Meeting
Worship
Special Music
Speaker
10:15 Break
10:30-12:00 Workshop/Seminar
12:00-12:30 Lunch
12:30-2:00 Seminar
2:00-5:15 Free Time
5:30-6:15 Dinner
6:30-8:00 Meeting
Worship
Special Music
Speaker
8:00-8:30 Break
8:30-10:00 Small Group Discussion
10:00 Night Owl Fellowship

SUNDAY

7:15-7:50 Early Bird Session
8:00-9:00 Breakfast
9:00-11:45 Meeting
Worship
Music
Speaker
Group Discussion
12:00 Lunch
1:00 Load Up and Head for Home

YOUTH RETREAT SCHEDULE

(SAMPLE)

FRIDAY

7:45 p.m. Get-acquainted games or activities
8:30 Group meetings
Music & Worship
Speaker
9:45 Snacks
10:00 Head to Bed
10:30 Cabin group discussion
response to speaker
11:15 Lights Out

SATURDAY

7:00 a.m. Early bird group devotions
(20 minutes/opt.)
7:30 Rise & Shine/personal devotions
8:00 Breakfast
9:00 Group meetings
Music & Worship & Speaker
10:15 Cabin group response time
10:45 Break - snacks
11:00 Games or activities
12:00 p.m. Lunch
12:45 Prepare Cabin Group skits
1:30 Free time
5:30 Dinner
7:00 Group Meeting
Music & Worship & Speaker
8:15 Cabin group response time
8:45 Break-snacks
9:15 Skit time
10:30 Short group meeting
10:45 Head to Bed/cabin group sharing
11:45 Lights Out

SUNDAY

7:00 a.m. Early bird group devotions
(20 minutes/opt.)
7:30 Rise & Shine and Pack up
8:00 Breakfast
9:15 Group meeting
Music & Worship & Speaker
10:15 Free Time
11:30 Group Meeting
Worship (short)
Speaker-led group sharing time
12:00 Lunch
12:45 Group picture
1:00 Load up & head for home

Budget Worksheet

Sample Youth Retreat Budget

COST:

Program

Speaker.....\$ _____
 Worship Band.....\$ _____
 Give-aways.....\$ _____
 Activity Supplies.....\$ _____
 T-Shirts.....\$ _____
 Other.....\$ _____

Travel:

Speaker.....\$ _____
 Worship Band.....\$ _____
 Other.....\$ _____

Promotions:

Brochures.....\$ _____
 Postage.....\$ _____
 Posters.....\$ _____
 Other.....\$ _____

Staff Costs:

Lodging.....\$ _____
 Meals.....\$ _____
 Other.....\$ _____

Miscellaneous:

.....\$ _____
\$ _____
\$ _____

TOTAL.....\$ _____

Divide your total by the minimum number of people expected \$ _____

Then add on your per person Conference Center charge \$ _____

Equals your total charge per person \$ _____

*Find out from the conference center what is not included in their per person charge. If you have to pay extra for anything else make sure to add that number into your program costs somewhere.

**If you want to keep the cost low so that everyone can attend, you might want to consider adding a couple of dollars to the total price for everyone who can afford it. Then use the extra money as a scholarship fund for those that need financial assistance.

***If you have more people attend than you thought then you will have money left over to put towards next year's deposit and/or promotion.

Retreat Evaluation Sample

We would like to know how we have done as a planning committee in organizing this year's retreat. Please complete the following items and turn in to the registrar.

I attended this retreat because:

The most important thing I learned and/or did was:

As a speaker I thought (speaker's name) was:

What I liked most about (speaker's name) was:

As a worship leader I thought (worship leader's name) was:

What I liked most about (worship leader's name) was:

I would like to recommend as a speaker for future retreats.

At next year's retreat I would like to hear about or attend a workshop on:

An area which could be improved in the future is:

Please Circle one answer for each of the following

I felt the program was	Excellent	Very Good	Average	Needs Improvement	Poor
The accommodations were	Excellent	Very Good	Average	Needs Improvement	Poor
The food was	Excellent	Very Good	Average	Needs Improvement	Poor
Overall my experience	Excellent	Very Good	Average	Needs Improvement	Poor

Additional
Comments:

Optional:

Name: _____

Phone: _____

E-mail: _____

Thanks for coming and for taking time to respond!