



Bonita Park Retreat Planning Checklist

Prior to Retreat	Checklist
<p>1 year</p> <div style="border: 1px dotted black; padding: 5px; margin-bottom: 10px;"> <p>What is your retreat's purpose and what program building blocks do you need to concentrate on?</p> <p>Speaker Workshops/Seminars Recreation/Free Time</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>When contacting a possible speaker, be sure the following information is communicated to them:</p> <p>Group type Honorarium, travel expenses Length and topic of messages Retreat schedule Appropriate apparel Your Expectations Type of housing</p> </div>	<ul style="list-style-type: none"> <input type="checkbox"/> Saturate all aspects of planning with prayer! <input type="checkbox"/> Recruit co-coordinator or retreat planning team. <input type="checkbox"/> Determine the specific objectives and goals for your retreat. <input type="checkbox"/> Plan major events and activities that meet your objectives and goals. <input type="checkbox"/> Set a goal for the number of people attending retreat. <input type="checkbox"/> Pick a date. <input type="checkbox"/> Check Church and School Calendars for any conflicts with date. <input type="checkbox"/> Call Bonita Park to check for availability and put a hold on dates or to make your reservation. Be prepared with the following... <ul style="list-style-type: none"> Dates of retreat Minimum # of people for contract Family or Dormitory Housing VIP Cabins <input type="checkbox"/> Upon receiving your contract from Bonita Park, please read thoroughly. Within a month of receiving the contract, sign and return to Bonita Park with a \$10.00 deposit per person. <input type="checkbox"/> Choose a theme for your retreat. <input type="checkbox"/> Select and contact the speaker.
<p>6 Months</p> <div style="border: 1px dotted black; padding: 5px; margin-bottom: 10px;"> <p>Promotion should communicate about the retreat:</p> <p>Who it is designed for The purpose Pertinent information Costs Speakers Interesting features</p> </div> <p style="text-align: right;">Continued on page 2</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Work with your co-coordinator or retreat planning team to acquire leaders: <ul style="list-style-type: none"> Musicians Counselors Recreation Team Nurse Transporation Registrar <input type="checkbox"/> Communicate with leaders what your goals and objectives are for your retreat. <input type="checkbox"/> Work with leadership team to finalize program plans. <ul style="list-style-type: none"> Utilize a variety of resources and idea books Plan sessions/workshops Plan free time activities/recreation <input type="checkbox"/> Promote your retreat <ul style="list-style-type: none"> Be specific when communicating the purpose Highlight the registration deadline Publish a detailed program with a time schedule <p style="text-align: center;">Continued on page 2</p>

Prior to Retreat	Checklist
<p>6 months (cont)</p> <div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>Make sure your retreat program and activities follow your objectives and goals.</p> </div>	<ul style="list-style-type: none"> <input type="checkbox"/> Order retreat give-aways - T-shirts, water bottles etc..... <input type="checkbox"/> Promotion ideas <ul style="list-style-type: none"> Newsletters and Flyers Internet Bonita Park Campground DVD Testimonials (either in person or in newsletters) Announcements at Sunday service and group meetings Bulletin inserts Skits Bulletin board with pictures Designate three people to personally invite others
<p>4 - 6 Weeks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Items Bonita Park needs at one month out. <ul style="list-style-type: none"> Confirm schedule, send copy to Bonita Park Bonita Park activities Sound equipment needs Number of people attending at this point Arrival time Departure time Worker to campers ratio Certificate of Liability (contact your insurance company)
<p>2 - 3 weeks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Keep publicizing your retreat - ESPECIALLY by word of mouth. <input type="checkbox"/> Hand out schedule and list of things to bring.
<p>1 Week</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Call Bonita Park and give final numbers. <input type="checkbox"/> Print nametags/schedules. <input type="checkbox"/> Check with Registrar to make sure money has been turned in, room assignments are done, etc. <input type="checkbox"/> Have payments/check requests ready, ie: honorariums, Bonita Park etc.
<p>During Retreat</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in touch with Bonita Park Guest Services about how things are going. Let us know right away if you need help or if problems need to be corrected. <input type="checkbox"/> Relax and enjoy - - you deserve it!! <input type="checkbox"/> Have a time for reflection and feedback with participants. <input type="checkbox"/> Hand out evaluations before closing program.
<p>1 week after Retreat</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with leadership team to evaluate your retreat. <input type="checkbox"/> Our Bonita Park staff will be calling for an evaluation of your retreat. <input type="checkbox"/> Say "Thank You" to.... <ul style="list-style-type: none"> Retreat planning team, speaker, musicians, workshop leaders, counselors, nurse, rec staff, registrar <input type="checkbox"/> Follow-up with anyone that made a decision for Christ while at camp. <input type="checkbox"/> Schedule next year's retreat dates with Bonita Park.