

Retreat Planning

ASSESS NEEDS

- What do you want to accomplish at the retreat?
- What are the unique needs, problems, or concerns that the retreat can help address (communication, common vision, delegation, etc.)?

SET OBJECTIVES & GOALS

- What information will members/officers have as a result of participating in the retreat?
- Are there particular skills or attitudes that are important they leave with?

Write the goals down and be *specific*. Planning the logistics of the retreat will all depend upon what you want to get out of the experience. Typical retreat goals include areas such as:

- Teambuilding/Unity/Awareness
- Training/Skill building
- Problem solving
- Program Development
- Orienting new members and/or Socializing

DETERMINE YOUR RESOURCES, BUDGET & ACTIVITIES

- How much time is available and necessary to accomplish goals? Time of year best for the retreat?
- What is the participant's expectations and skill level?
- What resources do you have (materials, member skills, etc.)?
- What type of activities will meet the retreat goals?
- Will you facilitate activities yourselves, rely on advisors, or use outside facilitators?
- What qualifications are necessary for outside speakers, facilitators, and/or trainers?

- Is there a budget?
- Is your organization paying for all of the expenses or are members expected to contribute?
- If individual members must pay a portion of the expenses, will some members not be able to attend?

Calculate anticipated costs such as transportation, food/drink, lodging/facility rental, recreation, and supplies (copying, paper, games, equipment, etc.). These questions will help you determine if you will be planning a 2-hour retreat on campus, half day on or off campus, or an overnight at a camp or retreat center. Remember to make sure your plan is consistent with your set objectives and goals.

PLAN THE LOGISTICS & DELEGATE

Date/Time - Allow participants enough advance notice to work the retreat into their schedules. Provide participants with a suggested "to bring" list and bedding necessities for overnight retreats.

Facility – Make reservations in advance. Ask questions about the space to make sure it is conducive to the activities you have planned. You should be comfortable without a lot of distractions. Secure a contract and deposit for your site. Reconfirm facility arrangements prior to retreat.

Agenda – Plan the agenda ahead of time and provide participants with a copy of the agenda in advance. Participants should be aware of the purpose of the retreat and what the group hopes to accomplish. Make learning fun, inspiring, and motivating. Have back up activities planned for any last minute changes to the agenda. Allow time for breaks, especially if you have an overnight retreat, to make sure people have time for reflection, sleep, informal activities, etc.

Transportation - Are you renting a bus/van or setting up a car pool? Provide directions to drivers.

Food/Beverages – Are you catering or self cooking? Determine kitchen equipment at facility.

Details - Consider logistics for set-up, clean-up, and purchasing of materials needed for the retreat.

Develop a checklist and make sure everyone is clear on who is doing what by when. Make sure to review all activities together so you can catch any overlap and understand how the different activities fit together.

Retreat Sites Near Ohio University

CAMP AKITA

Year round retreat facility located 45 miles south of Columbus.

<http://www.campakita.org>

CANTER'S CAVE 4-H CAMP

Various services such as a recreational hall, dining area, lodges and cabins, meeting rooms, pool, shelter houses, and nature trails.

<http://www.cantercave4hcamp.com/index.html>

CARPENTER INN & CONFERENCE CENTER

Close to OU with an extensive set of cabins, meeting spaces, and lodging options.

<http://www.carpenter-inn.com>

FUR PEACE RANCH

This guitar camp is available for rent when workshops are not in session. Ranch has a full service kitchen, cabins, classroom/stage building, and more.

<http://www.furpeaceranch.com>

OHIO STATE PARK & FACILITIES –

Various state parks are located near OU such as Stroud's Run, Burr Oak, Lake Hope, Lake Logan and Hocking Hills.

<http://www.ohiostateparks.org>.

OHIO UNIVERSITY INN & CONFERENCE CENTER

Full range of services from lodging, conference rooms, and restaurant.

<http://www.ohiouniversityinn.com>

OHIO UNIVERSITY SITES

Some rooms at OU which may be attractive for retreats include: Baker University Center, Jefferson 139, Lindley Hall, Ping Center, and the South Pole.

PLEASANT HILL OUTDOORS CENTER

Cabins and high rope courses available for small and large groups.

<http://www.phoc.org/>

WOODLAND ALTARS

Variety of facilities (chalets, ranch, lodges, restaurant) which can accommodate 2 to 250 people.

<http://www.woodlandaltars.org/>