



RETREAT CHECKLIST

- ✓ What transportation are you using to get to and from the retreat?
- ✓ What supplies do you need? Include newsprint paper, markers, pens, tape, and any extra supplies for activities and exercises.
- ✓ What food, snacks and beverages will you need?
- ✓ Where will you store the supplies and food to transport it to the site? If you are using coolers, don't forget the ice!
- ✓ Does the site have adequate refrigeration for your food?
- ✓ Do you have enough breaks planned into your schedule?
- ✓ Have you left enough flex time for the unexpected?
- ✓ Have you created a list of things for your members to bring? Depending on your site, items may include: sleeping bags, clocks, bathroom supplies, comfortable clothes and shoes, something to sleep in, and a treat to share
- ✓ Have you reserved housing if it is an off -site retreat?
- ✓ Do you have confirmation numbers/forms for your site?
- ✓ Have you planned for the unexpected?