



INVOLVING GROUP MEMBERS

Planning a retreat is hard work. Looking over the material in this book alone is overwhelming. Don't travel down the road of retreat planning alone!! It is critical to involve group members in the entire process.

Involving group members:

- **Builds commitment to the retreat concept**
- **Lightens the work load: planning, preparation, and execution**
- **Encourages participation at the retreat**
- **Cultivate leaders and future event planners**
- **Assures a productive experience for all who are involved**

Consider the following basic team leader positions:

SITE COORDINATOR:

This person researches area retreat sites (including availability, pricing, amenities, etc.). This coordinator may also contract the site, coordinate logistical needs provided by the site, obtains directions, and creates a rooming list.

FOOD COORDINATOR:

If food is not available at the site, this person inventories the needs of members, plans a menu, coordinates cooking and cleaning crews, and purchases needed supplies.

SPECIAL EVENTS COORDINATOR:

This person plans a special surprise or "fun" group activity during the retreat.

TEAMBUILDING COORDINATOR:

This person plans (in conjunction with you) the number of teambuilders that will be included in the schedule. This coordinator also delegates facilitation of teambuilders to appropriate group members and team leaders. It is important that this person is aware of the retreat goals and selects teambuilders accordingly.