Quick Tips

Retreat Planning Calendar

Two months before:
- Determine date and location
- Determine the purpose of the retreat
- Reserve site
- Contact outside resources (speakers, facilitators...)
- Appoint members to help

One month before:
- Determine format
- Send letters to members including important information (various costs, travel, what to bring, purpose of the retreat, etc.)
- Reserve equipment

Two weeks before:
- Make food arrangements
- Duplicate maps, handouts, etc.
- Confirm site arrangements
- Confirm speaker(s)
- Make checklist of who is to bring what

One week before:
- Gather equipment and visual aids

Day before:
- Deal with last minute problems
- Rest!

During the retreat:
- Relax and participate

After the retreat:
- Evaluate and put information together to help the next retreat planner
- Send thank you’s, follow-up activities
- Implement action plans from retreat

LEADER HINTS

Are available on the following topics:
- Conflict Resolution
- Constitution & Bylaws
- Delegation
- Difficult Member
- Event & Program Planning
- Fundraising
- Goal Setting
- Icebreakers
- Meetings & Minutes
- Motivation
- Officer Transition
- Recruiting New Members
- Retreats
- Stress Management
- Team Building
- Time Management

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

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This information was compiled with leadership materials from the University of Texas San Antonio, University of Kansas, University of New Mexico, and University of Nevada Reno.
**Step 1: Goals**

Write out the goals and purpose of the retreat. List skills and behaviors you want each participant to experience. Possible goals include team building/unity/awareness, training, communication, problem solving, socializing, learning, orienting, and building a sense of community.

**Step 2: Expectations**

Allow members to share their expectations of the retreat and discuss what is expected of them during the retreat (undivided attention, participation, cooperation, planning, etc.).

**Step 3: Logistics**

**Timing:** season/climate, campus and academic events  
**Length**  
**Budget**  
**Site:** distance, space, facilities, equipment  
**Transportation**  
**Meals:** who will buy food, cook, clean up?  
**Agenda:** plan time carefully, but allow for flexibility; give participants a copy.

**Interaction Considerations**

**Pre-Existing Concerns:** issues or problems participants will bring with them  
**Attitudes:** receptiveness of participants  
**Group Dynamics:** state of development of the group  

**Activities/Presentations Considerations**

**Facilitators:** be sure to tell them the history of the group and any special concerns  
**Format:** mix large and small-group activities, plan free time  
**Time:** allow time for processing each activity, hourly breaks  
**Compatibility:** plan events with people’s schedules in mind (easy activities early in the morning, etc.)  
**Activities/Projects:** bring extra supplies, rotate groups to avoid cliques

**Schedule Considerations**

**Opening:** introductions, discuss goals/expectations, rules and responsibilities, conduct icebreakers/energizers to start  
**Priorities:** identify the most important concerns which need to be addressed, determine how they will be addressed  
**Team Building:** schedule activities between major presentations to breakup monotony bring extra ideas to fill in gaps in schedule, make sure risk levels match the group  
**Meals/Snacks:** three meals plus snacks, have healthy energizing snacks, schedule light activities after meals  
**Outside Presenters:** introduce them to the group, allow some time for members to talk with them one-on-one  
**Handouts:** give members handouts to minimize time used to take notes, also give them a record of the retreat  
**Closing:** exercises should include reviewing goals set  
**Evaluation:** each session of the retreat should be evaluated, evaluations should be short and simple, results should be given to speakers and planners  
**Clean-Up:** everyone should help

**Advantages of a Retreat**

- Enhances members’ experience  
- Eliminates daily distractions  
- Fosters healthy communication  
- Creates a shared experience  
- Maximizes participation