

YOUTH RETREAT PLANNING GUIDE

This is a suggested timeline to use while planning for a winter youth retreat.

3-4 months Pre-planning

- Check Church Calendar for ideal dates. (please have multiple options)
- Establish a minimum number of expected guests.

3-4 months Contact Mission Springs (once complete, we will send you a contract)

- Discuss potential/available dates.
- Provide a guaranteed minimum (minimum expected guest attendance)
- Discuss housing options (Standard, Select, or Deluxe)

3 months Finalize Contract (due 2 weeks after it has been received)

- Pay deposit*
- Submit final contract with signatures*
- Provide Certificate of Insurance*

2 months Program Planning

- Create registration process for your guests
- Promote retreat and distribute registration information to families
- Develop your program schedule (see sample schedule attached)

1 month Registration and Communication

- Registration progress (communicate number changes)
- Communicate any changes to your schedule or needs to our Guest Service Team

2 weeks Final information

- Submit Preparation sheet, schedule, and meeting room set-up*
- Submit special diet needs*
- Submit snack/beverage order form for extra items
- Submit room charts*
- Submit updated guest numbers

During your retreat

- Pay remaining balance (any last-minute changes should be resolved 1 week after your stay).
- Book next year's retreat to get ahead of the process and to reserve your place on the calendar.

*Required time frame. Forms submitted late may incur an additional fee.