

Retreat Planner's Guide

Retreats are an essential component of developing healthy communities of faith. We have all been to retreats and events that have been planned poorly. There is more to it than picking a date and hoping people come.

The following document is shared with you by Menucha Retreat Center. A beautiful Presbyterian Church (USA) space just outside of Portland, Oregon. Though the language and some specifics are targeted to Menucha guests, you can adapt this planning to any event.

You can find Menucha on the web at www.menucha.org

This guide was adapted from the retreat guide provided by Camp Jumonville in Southwestern Pennsylvania. Jumonville is associated with the United Methodist Church and can be found at www.jumonville.org

For this and more ideas, please follow @pcusacamps as well as liking us on facebook - Presbyterian Camp and Conference Ministries. Additional resources are available at www.pcusa.org/campandconference.

Happy retreating!

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Retreat Planner's Guide



MENUCHA

Sacred Space - Purposeful Work

Welcome to Menucha!

Thank you for choosing Menucha to host your retreat or conference. We are looking forward to working with you to ensure its success.

The purpose of this guide is to help you in your role as organizer. In particular, we want to assist you in **planning** and **promotion**. We've seen what works and are glad to share it.

Once you and your guests arrive, Menucha's mission is to offer the finest retreat and conference center experience possible by providing opportunities for reflection, spiritual discovery, renewal, education and enrichment for individuals, families and communities.

If you have questions, or suggestions for additions to this document, please call us. We are always striving to improve our ministry of hospitality.

Again, we look forward to working with you and serving your needs.

Peace...

Spencer Parks
Executive Director

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Our special thanks go to the Jumonville Retreat Center (www.jumonville.org) in Hopwood, Pennsylvania, for sharing their Retreat Planner's Packet to help us get started.

Getting off to a Good Start

We're delighted that you've committed to hold your event here. Before we share our best advice regarding planning and promotion, let's take just a few minutes to revisit your contract.

Your Contract

We try very hard to listen carefully as planners describe what they're looking for in a retreat or meeting site. We ask questions and do our best to describe honestly what we offer at Menucha. Each group we welcome is a little different and we don't want to make incorrect assumptions. We believe that slowly and thoroughly working out details beforehand will enable us to meet or exceed your expectations once you arrive.

Your contract outlines your needs as best we understand them. Please double-check your contract for:

- The number of meals specified
- The building(s) it shows we have reserved for your group
- The estimated number of attendees for food service (Remember, this is an estimate. Any adjustments are due 3 weeks before arrival.)
- Arrival and departure times specified

We at Menucha will refer to your contract again and again as we prepare for your group's arrival. Thank you for making sure that it is 100% correct. Please call us right away at 503-695-2243 if you have any questions or concerns about it.

Thank you,

Christine Olsen, Mary Anne Bidondo and Becky Leamy
Menucha Guest Services Staff

Planning Your Program

We've learned a lot as we developed our own programs for Menucha and as we've walked alongside planners over the years. In the spirit of "you don't have to re-invent the wheel" we offer our best tips to you! If you've been coming to Menucha for many years, you've probably figured out most of this. But whether you're a repeat guest or a newcomer (welcome!), we hope you'll take the time to read it.

Budget

As you begin to plan your retreat, you need to establish a budget. Depending on your group's size, it can be very complex or very simple. We've included a budget worksheet in Appendix B of this guide to get you started.

If you intend to hire a speaker, how much can you afford to pay? Figure travel, meals and housing expenses during the retreat, as well as an honorarium. Be sure to include your expenses for any other program people into a budget also.

Hiring and Paying Speakers, Musicians, and Other Program People

If your conference is depending on a key speaker as an attendance draw, make sure your speaker is well-known and can talk about major issues that relate to the majority of your group. Some of our suggestions for selecting speakers, musicians and program people:

- Line up speakers well in advance. (For some well-known, popular speakers, a minimum of a one-year lead time is a general rule.)
- Do you have good, valid recommendations? Or, have you read anything by this person or heard them speak? For musicians, have you heard them play?
- Does the speaker agree with your objectives for your retreat?
- Keep in mind that just because the person is well-known in one area of the country doesn't guarantee he/she'll be a big draw here. Do your homework.

Make sure you have added enough to the retreat fee to cover costs for hired leadership. In your initial contact with a potential speaker or musician, be clear about what you are offering to pay. If he or she accepts the invitation, follow up your conversation with a written agreement.

Planning Your Program (continued)

Written Agreement

It would be wise to create a written confirmation for your speaker or other hired program leaders. Here are topics we suggest you include in such an agreement:

1. Your purpose statement
2. Dates of retreat
3. Schedule of retreat, pointing out number of times he or she is “on”
4. Amount you will pay (often called an honorarium)
5. Travel (as appropriate, include):
 - Mode of travel (air, car, train, other)
 - Confirm that travel expenses will be covered by your group
 - Who will order tickets (and reimbursement policy if speaker buys them)
 - Other mileage payments
 - Confirm transportation to and from PDX or Amtrak station
 - Directions to Menucha.
6. Housing and meals they’ll have at Menucha (i.e., will they room with the group or separately? How many meals will they eat while here?)
7. Books, tapes, albums: If your speaker or musician has published books or tapes, ask them to let you know if they would like you to have them available. How should sales be handled? Will your group get a cut of the profits?

Care of Your Speaker

Be considerate of your speaker’s needs for rest and privacy. Speakers spend many hours in preparation and traveling, which is usually very tiring. Talk about what kind of scheduling he or she can handle comfortably. Consider time for informal availability, number and length of sessions, and time for rest, study or recreation. If it is possible, you may wish to give the speaker a private place to stay. You may need to make arrangements for linens if your speaker will room in one of our buildings that does not automatically have them provided. Although your speaker will be well-fed in Menucha’s dining hall, you may choose to put a small fruit basket in his or her room.

Your Master of Ceremonies (M.C.)

The Master of Ceremonies (this may or may not be the same person as the retreat planner) should be someone who is familiar with the program and the program people and who can relate well to the majority of your group. He or she should be well-informed

Planning Your Program (continued)

because it is his or her duty to make introductions, announcements and to keep the flow of the program going smoothly. To make sure your speaker is most effective, the M.C. should get them on early in the program without too many preliminaries.

Schedule

As you plan your time at Menucha, here are questions to consider.

1. Is there is enough free time for the people in your group to enjoy the setting and some outdoor recreation if they wish? Time to relax, play and/or enjoy wandering Menucha's grounds can be rejuvenating for participants. You could appoint one or two people who would be responsible for recreation and free time activities.
2. What percentage of a participant's time is spent in "serious" sessions? A balanced program is a good program. Too much of one thing (like sitting) can be tiring.
3. Have you scheduled some activities which encourage letting go of formalities and having fun? These kinds of activities produce an atmosphere in which relationships are often strengthened and enhanced.
4. Have you scheduled around Menucha's meals? We serve on time at 8 a.m., noon, and 6:00 p.m. (except for Friday dinner at 7:00 p.m.). We recommend you wrap up each segment of your program about 15 minutes before the start of lunch and dinner. This will allow servers from your group to get to the dining room 10 minutes beforehand for instructions from our staff. Schedule a full hour for each meal; this allows some personal time after they've finished eating before the next event begins.

In the appendix are some basic schedules for different age groups which might be helpful to you. These are not intended to be complete, but could serve as a guide as you plan your own retreat schedule.

Promotion

Timing is Everthing! Promote as Far in Advance as Possible!

Tell people at soon as you book the dates. “Heads up: Our retreat dates are May 1-3.” Remind them again and again. Here is our suggested promotion schedule:

Choose promotion team. Plan personal invitation strategy. Announce dates.	6 -12 months before event
Publish and distribute brochure. Remind people to save the date.	3-6 months
Social media: Post on Facebook, Twitter, etc.	3-6 months
Arrange for announcements in places that fit your target group (ex: newsletter, church bulletin, email group, etc.)	3-6 months
Send PSA’s or other ads to newspapers and radio stations if applicable	1-2 months
Give those who register the address for your special retreat website supplied by Menucha	Upon registration

If at the end of the retreat, you already know dates for the next one, go ahead and announce them. Many may put those dates on their calendars and plan to attend.

What to Say

Once again, think about your retreat’s purpose and goals. Your job is to communicate them to your group in an understandable and attractive way. We recommend using the following template for every communication:

Your Objective for Every Retreat Communication

This _____ (brochure, email, display board, speech, Facebook page, ad, etc.)

Will convince _____ (target person for our communication)

That _____ (action we hope to achieve, i.e., attending our retreat)

Will _____ (describe the benefit they will realize, i.e., will allow participants to unplug from their daily worries and have time to <fill in purpose of your retreat>)

Because _____ (state the facts that prove our claim, i.e., we know that our organization functions more effectively when we take time to do “big picture” planning and when we know one another better.)

Adapted from Small Business Marketing for Dummies

Promotion (continued)

Personal Invitations are the #1 Most Effective Way to Promote

Assemble a team of people who are excited and enthusiastic about what this retreat is all about. They should be willing to make calls or invite others in person. A personal invitation is the most likely way to get a positive response. Face-to-face is best; by telephone is ok; simply mailing brochures or sending emails is much less effective in getting people to decide to attend.

Social Media and Electronic Marketing

Can you reach your target group via Facebook and Twitter? For some groups, social media can be very effective and costs nothing but your time. Ask those who have signed up to post encouragement to others on their own Facebook sites. (“I’m going to the women’s retreat! Who’s joining me?”) Creating a Facebook page for your event takes only a few minutes but can make a big difference in getting the word out and building excitement about the retreat.

Email

Email blasts to potential participants can be very effective. If you have a list of email addresses for potential attendees, use them! Starting several months before your retreat, send a series of short weekly messages for several weeks. Attach a PDF of your brochure, a link to your special retreat website created by Menucha, a link to Menucha’s own website, and contact information for someone who will be glad to answer any questions.

Brochure

There are several things to consider when deciding how much money and effort you want to put into a brochure. If you have the budget to hire a professional, you can add photos and graphics to make it very appealing.

If you don’t have much of a budget, you can create one yourself using regular copy paper. What it lacks in glitz it can make up for in good content. Keep it simple. The brochure will reflect the image of the event and the group sponsoring it, so make sure someone proofs it carefully for spelling, grammar and punctuation errors.

The top ten things your brochure should include are:

1. Retreat name and dates
2. Information about the retreat’s purpose, speaker(s), musician(s), etc.
3. A line about where the retreat will be taking place. (For example, “Menucha (pronounced Men-oo-kah) is on the western end of the Columbia River Gorge. Visit their website, www.menucha.org, if you want to know more.”)

Promotion (continued)

4. Schedule, including arrival and departure times
5. Retreat's cost and what it covers. (For example, "This price includes program, # nights lodging and # meals.") Some groups offer an early registration discounted price to reward those who go ahead and commit to attending. It also helps group leaders get a handle on the size of their event.
6. A deadline for registration. (Remember, final numbers for meal service are due 3 weeks before arrival so pick a date that will help us in the Menucha office work together with you to make that deadline.)
7. A registration form with your organization's name and address that can be detached and returned to you with a check. The remaining part of the form should still show the retreat dates and Menucha's address.
8. A box to check to indicate they cannot climb stairs (so they may be assigned an appropriate room) and whether they have an alternative dietary need (with a note saying "*Alternative diets are available for a small additional cost. Please log onto www.menucha.org/alternatediet and alert Menucha of your specific needs.")
9. Photos of Menucha – we can provide plenty from which to choose.
10. The web address of your very own retreat-specific website (Menucha provides one just for your group) where your retreat participants may access a packing list, a map and directions, and other information. (Read more in the next paragraph.)

Your Own Retreat Website Provided by Menucha

Menucha gives every group its own website 90 days before the retreat or conference begins. The address will be something like this: www.menucha.org/date+groupname. It was designed to be used by those who have registered, but it could be shown to potential guests to help answer their questions about how to get here, housing, what personal items to bring, etc. It can be a very helpful tool – please use it!

Other Promotion

Other forms of promotion you may consider, depending on your group and purpose, could be Public Service Announcements or paid advertising in local newspaper and radio stations. To advertise within your own constituency you could use weekly emails, posters, newsletter articles, announcements in your bulletin. Again, the personal touch and reinforcement of your group comraderie always pay off.

Registration

It is a good idea to choose one person to be responsible for the registration process

- a person who is good at detail and accounting. We will provide that person with room assignment sheets that specify the number and type of beds per room and each room's bathroom facilities.

We ask your registrar to give us completed room assignment sheets 3 weeks before arrival. If your registrar is not familiar with Menucha's accommodations, he or she may call to schedule a tour of our facilities in our off season. (During busy times we may have one group arriving very shortly after the departure of another, so that we cannot promise to have rooms available to show.)

When the retreat begins, a registration table will be set up shortly before arrival time. Supplies that we suggest you bring with you for the registration tables include:

- Name tags
- Schedules
- Conference materials
- A reminder of the Menucha orientation (time and place)
- A sign-up sheet for dining room servers (due 10 minutes before each meal)
- Directions on how to find their rooms
- Whom to contact for questions
- Menucha maps (which we will provide upon request)
- A small bowl of candy or chocolates as a way to say welcome.

The registrar should appoint some people as greeters to work with him or her at the registration table so that the check-in process feels unhurried and pleasant.

Special note if you are not meeting in Wright and your attendees are new to Menucha: Since Wright Hall is the main building people see upon arrival, newcomers usually stop there first. If your group is meeting elsewhere, you may want to station a person outside Wright to point them in the proper direction. We do provide signage for all groups at the fork in the entrance road and on the front of Wright Hall, but a real person is always a welcome sight to a first-timer.

Evaluation & Follow-up

Evaluation forms do not have to be lengthy. In fact, they should be short and simple to answer. The purpose of the evaluation is to help you:

- Measure how close you were to meeting your goals.
- Learn what they liked or disliked (speakers, program, facilities, food, etc.).
- Get suggestions on what they want to hear, do, etc., at future retreats.
- Give people a chance to volunteer for next year's retreat planning committee.

Use numeric scales to get a sense of just how satisfied participants were with each aspect of the retreat. "Please rate the various part of your retreat experience using the following scale of 1 – 5."

- 5 = Excellent
- 4 = Very good
- 3 = OK
- 2 = Not very good
- 1 = Poor

Conclude with an open-ended question such as, "Do you have any other comments about the retreat?"

A sample evaluation is included in the appendix.

Planning Your Next Retreat

The best time to plan for your next retreat is right after this retreat is over, while ideas are fresh and enthusiasm is running high. It is also good timing for people to commit themselves to being on the planning team. Use the information you have gathered from the evaluation forms. Make decisions on the basis of majority opinions, not just one or two comments. The people who speak the loudest may be in the minority. That is why a written evaluation is a good tool, because you hear from everyone - even the quiet participants.

Retreat Leader's Master Checklist by Activity

We could call this table a “headache prevention tool” because if you follow our suggested dates, retreat planning will not be a burdensome chore. Just like you, Menucha’s program department needs to get organized, get the word out about our events and report to the office and the kitchen in advance so preparations can be made.

Here, we’ve divided the work by type of activity. Following this, we’ve included a second checklist with the same information in order by date.

	Suggested Lead Time	Date Due
READ MENUCHA’S RETREAT PLANNER’S GUIDE	6-12 months	
DEFINE RETREAT’S PURPOSE AND GOALS	6-12 months	
COMMUNICATE WITH MENUCHA		
Sign contract, pay 1 st reservation fee and review Menucha info in packet.	Varies by issue date	
Reconfirm housing, meeting rooms, meals, payment of 2 nd reservation fee.	3-4 months	
Make sure your group members know to notify kitchen of alternate diet requests (individuals – not the group leader - should do this 3 weeks in advance via website: http://www.menchu.org/dining/alternatediet).	1 month	
Give final numbers of people attending, meal counts and confirm equipment needs.	3 weeks	
Send us the final agenda/schedule for your event.	3 weeks	
Check in at the office.	On arrival	
PLAN PROGRAM		
Confirm speaker and travel arrangements.	6-12 months	
Meet with speaker/s and other program people before the retreat to review purpose and goals.	4-6 months	
Confirm special music and song leader.	1-3 months	
Plan: workshops, select workshop leaders, recreation, free time activities.	1-3 months	
Plan schedule, send to program people.	1-3 months	
Re-confirm travel for speaker and any other leaders from out of town.	2 weeks	
Finalize/confirm schedule and program with your program people.	1 week	
Draw checks for your speaker(s), if needed.	1 week	
Make up packets: schedule, emergency info, note paper, maps, Menucha facility guidelines, etc.	2-3 days	
PROMOTE		
Choose promotion team. Plan personal invitation strategy. Announce dates and ask people to save them.	6-12 months	
Publish and distribute brochure. Remind people to save the date.	3-6 months	

Social media: Post on Facebook, Twitter, etc.	3-6 months	
Arrange for announcements in places that fit your target group (ex: newsletter, church bulletin, email group, etc.).	3-6 months	
Send PSA's or other ads to newspapers and radio stations.	1-2 months	
Give those who register the address for your special retreat website supplied by Menucha.	Upon registration	
ORGANIZE ARRIVAL/REGISTRATION PROCESS		
Appoint registration coordinator.	6 months	
Finalize and print registration form and retreat information.	3-4 months	
Registration open. Begin setting up housing assignments.	3-4 months	
Organize materials for registration (packets, pens, nametags, copies, etc.).	1 week	
EVALUATION AND FOLLOW-UP		
Prepare evaluation form using agenda as guide.	3 weeks	
Choose people to follow-up with people who are new to group.	Retreat end	
Compile information from evaluation forms to assist in next retreat's planning.	Retreat end	
Please pay final bill. ☺ Thank you!	Retreat end	
Meet to share evaluation results and ideas for next retreat.	1 week later	

Retreat Leader's Master Checklist by Date

	Suggested Lead Time	Date Due
READ MENUCHA'S RETREAT PLANNER'S GUIDE	6-12 months	
DEFINE RETREAT'S PURPOSE AND GOALS	6-12 months	
Sign contract, pay 1 st reservation fee and review Menucha info in packet.	Varies by issue date	
Confirm speaker and travel arrangements.	6-12 months	
Appoint registration coordinator.	6 months	
Choose promotion team. Plan personal invitation strategy. Announce dates and ask people to save them.	6 months	
Meet with speaker(s) and other program people before the retreat to review purpose and goals.	4-6 months	
Publish and distribute brochure. Remind people to save the date.	3-6 months	
Social media: Post on Facebook, Twitter, etc.	3-6 months	
Arrange for announcements in places that fit your target group (ex: newsletter, church bulletin, email group, etc.).	3-6 months	
Finalize and print registration form and retreat information.	3-4 months	
Reconfirm housing, meeting rooms, meals, payment of 2 nd reservation fee.	3-4 months	
Registration open. Begin setting up housing assignments.	3-4 months	
Give those who register the address for your special retreat website supplied by Menucha.	Upon registration	
Confirm special music and song leader.	1-3 months	
Plan: workshops (select workshop leaders), recreation, free time activities.	1-3 months	
Plan schedule, send to program people.	1-3 months	
Send PSA's or other ads to newspapers and radio stations.	1-2 months	
Make sure your group members know to notify kitchen of alternate diet requests (individuals – not the group leader - should do this 3 weeks in advance via website: http://www.menucha.org/dining/alternatediet).	1 month	
Give final numbers of people attending, meal counts and confirm equipment needs.	3 weeks	
Send us the final agenda/schedule for your event.	3 weeks	
Prepare evaluation form using agenda as guide.	3 weeks	
Re-confirm travel for speaker and any other leaders from out of town.	2 weeks	
Finalize/confirm schedule and program with your program people.	1 week	
Draw checks for your speaker(s), if needed.	1 week	

Organize materials for registration (packets, pens, nametags, copies, etc.).	1 week	
Make up packets: schedule, emergency info, note paper, maps, Menucha facility guidelines, etc.	2-3 days	
Check in at the office.	On arrival	
Choose people to follow-up with people who are new to group.	Retreat end	
Compile information from evaluation forms to assist in next retreat's planning.	Retreat end	
Please pay final bill. 😊 Thank you!	Retreat end	
Meet to share evaluation results and ideas for next retreat.	1 week later	

Appendix

Examples and worksheets you might find helpful.

- A: Your Retreat's Purpose and Goals
- B: Budget Worksheet
- C: Sample Schedules
- D: Sample Website from Menucha just for your group
- E: Sample Evaluation Form

A: Your Retreat's Goals & Purpose

What are your goals? What is the purpose of your retreat? Simply put, goals are what you want to accomplish. Goals can be measured. Your purpose is the reason you want to achieve them. It reflects your values and beliefs.

Example: The Friends of the Children Development Retreat

Purpose: Chart a course for fundraising over the next 3 years

Goals: Board members will schedule a gala dinner, list tasks/steps leading up to it and assign member to contact potential major gift donors. We will brainstorm creative ways for ongoing fundraising and assign responsibilities for following up. New board members will be assimilated.

Take the time to articulate your retreat's purpose and goals. Then as you plan the program, you can look at each part and ask, "Does this activity support our purpose?" and "What is my goal for this activity?"

The purpose of our retreat is: _____
_____.

Our retreat's (measurable) goals include:

1. _____
2. _____
3. _____
4. _____

B: Budget Worksheet

COSTS

Program:

Speaker \$ _____
Musician \$ _____
Other \$ _____

Travel:

Speaker \$ _____
Musician \$ _____
Other \$ _____

Promotion:

Brochure \$ _____
Other \$ _____

Menucha:

Housing \$ _____ (Flat fee based on building(s) you rent)
Bedding & towels \$ _____ (Extra if renting Wright, Ballard or Habitat)
Food \$ _____ (Meal cost based on number of guests. Refer to your contract for prices.)

Miscellaneous:

_____ \$ _____
_____ \$ _____

TOTAL COSTS \$ _____

Divide the total costs by minimum number of people you expect to attend. This will give you the cost per person estimate.

COST PER PERSON \$ _____

*Please remember that if your person count changes, then your per person amount will change, too.

If you are concerned about keeping the cost so low so that everyone in your group can afford to attend, you might want to consider adding a couple of dollars to the total price for everyone who can afford it. Then use the extra money as a sponsorship fund to help those who really do need some financial assistance. *If you have more people attend than your minimum estimate, you will have some money left over for a scholarship or for next year's deposit and promotion.*

C: Sample Retreat Schedules

MEN'S CONFERENCE SCHEDULE

FRIDAY

- 6:00 Registration
- 6:30 Orientation with Menucha Staff
- 6:50 Servers report to dining room
- 7:00 Dinner
- 8:00 Meeting, special music, speaker
- 9:30 Fellowship & refreshments

SATURDAY

- 7:50 Servers report to dining room
- 8:00 Breakfast
- 9:15 Meeting, special music, speaker
- 10:15 Break
- 10:30 Workshop/seminar
- 11:50 Servers report to dining room
- 12:00 Lunch
- 1:30 Seminar
- 2:30 Free Time
- 6:00 Dinner
- 7:00 Meeting, special music, speaker
- 8:00 Break
- 8:30 Small Group Discussion
- 10:00 Night Owl Fellowship

SUNDAY

- 7:30 Early Bird Session
- 7:50 Servers report to dining room
- 8:00 Breakfast
- 9:15 Meeting, music, speaker
- 10:15 Break
- 10:30 Group Discussion
- 12:00 Lunch
- 1:00 Load Up and Head for Home

Sample Retreat Schedules (continued)

TRAINING RETREAT SCHEDULE

TUESDAY	
3:30 pm	Staff arrives at Menucha; get settled
4:00 – 5:30 pm	Welcome & Introduction to Winter Training/Retreat
5:40 pm	Orientation w/ Menucha staff (5:50 pm a few folks go to dining room for meal server briefing)
6:00 – 7:00 pm	Dinner
7:00 – 8:00 pm	Teambuilding
8:10 – 9:50 pm	Big Picture Planning
10:00	Free Time (quiet hours begin at 10:00 pm)
WEDNESDAY	
7:50 am	Breakfast servers report to dining room
8:00 am	Breakfast
9:00 – 9:15 am	Energizers
9:15 – 10:00 am	Walk, Talk, & Share
10:05 – 10:50 am	Breakout #1
11:00 – 12:00	Spring Event Planning
11:50 am	Lunch servers to dining room
12:00 noon	Lunch
1:00 – 2:15 pm	All Staff Activity: Whose Life Is It Anyway?
2:15 – 3:00 pm	Continuing the Conversation: Diversity & Inclusive Community Building
3:00 – 4:00 pm	Fall Evaluation Assessment & Spring Goals
4:00 – 6:00 pm	Free Time
5:50 pm	Dinner servers to dining room
6:00 pm	Dinner
7:05 – 7:50 pm	Breakout #2
10:00 pm	Free Time (quiet hours begin at 10:00 pm)
THURSDAY	
7:50 am	Breakfast servers to dining room
8:00 am	Breakfast
9:00 – 9:15 am	Energizers
9:15 – 9:30 am	Individual Action Plan Time
9:35 – 10:20 am	Special Situations Training
10:25 – 11:10 am	Facilitated Small Group Discussions (mixed groups)
11:15 – 11:40 am	Positive Affirmations Activity
11:40 – 12 noon	Pack; Lunch servers to dining room
12:00 noon	Lunch
1:15 pm	Depart

D: Sample Menucha Website Just for Your Group

Welcome, Charity Board Conference!

Thank you for registering for the Charity Board Conference to be held at Menucha Retreat and Conference Center. We look forward to having you here **January 27-29**. As you prepare for your visit with us, here are a few things to keep in mind.

For directions to Menucha, please visit this website: [Map to Menucha](#)

Your group will be staying in Creevey Complex. Please visit the [Menucha](#) website if you would like to see pictures of these buildings. Upon arrival, there will be a sign to direct you to the buildings your group will be using. Please check in at Creevey Commons.

A packing list of items to bring may be found at [Check List](#).

Menucha will provide a 10 minute welcome and orientation which will be scheduled before your first meal. Please make every effort to be in attendance that we might help make your stay more enjoyable.

Wi-Fi is available in all of the buildings at Menucha except the Barn. There is a small guest computer lab with high-speed internet access available.

If you have concerns about your dietary needs, alternate diets may be requested at an additional cost. If you require meals different from the rest of your group, please read the information and fill out the [Alternate Dietary Request Form](#) on the Menucha web page. ***Alternate Dietary Requests must be received by Menucha on or before January 5th.*** You may also contact the office at Menucha (503-695-2243 or office@menucha.org) and ask for the form to be sent to you or get it from your group leader.

If you have specific questions about your event, please contact your group planner at retreatplanneremail@email.com.

Here are a few handy links:

[Menucha Web Site](#)

[Map to Menucha](#)

[Check List](#)

[Sample Menus](#)

[Alternate Dietary Request Form](#)

D: Sample Evaluation Form

2011 RETREAT AT MENUCHA EVALUATION

Your feedback will be helpful in making decisions for next year's retreat. Please rate the following aspects of this retreat on a scale of four (4) to one (1) where

4 = Excellent

3 = Satisfactory

2 = Fair

1 = Needs Improvement.

-> If you did not attend or participate, please mark "unable to rate" (UR).

-> If you rate something "needs improvement," please tell us how you would improve it.

	Needs				
	<u>Exc</u>	<u>Sat</u>	<u>Fair</u>	<u>Imp</u>	<u>UR</u>
Menucha					
*Your sleeping accommodations	4	3	2	1	UR
Meals	4	3	2	1	UR
Meeting spaces: Wright for program	4	3	2	1	UR
Meeting spaces: Barn for kids' activities	4	3	2	1	UR
Program & Spiritual Enrichment					
Adult program with Beth Simpson	4	3	2	1	UR
Evening vespers (each night)	4	3	2	1	UR
Worship (Sunday morning)	4	3	2	1	UR
Children and youth programs	4	3	2	1	UR
Recreation & Fellowship					
Friday night – mixers and recreation	4	3	2	1	UR
Saturday night – variety show	4	3	2	1	UR
Sunday night –family movie night & trivia4	3	2	1	UR	
Menucha Meander	4	3	2	1	UR
Field day games	4	3	2	1	UR
Stargazing	4	3	2	1	UR

*If your accommodations “need improvement,” note where are you staying:

-----> *Please continue on the other side* ----->

EVALUATION, page 2

1. Purpose: This retreat will assist our congregation in drawing closer to God, closer to nature and closer to one another.

This weekend's programming was designed to support these goals. How was your retreat experience? *Circle one.*

- 4 – Great! All or most goals met
- 3 – Good, some goals met
- 2 – Fair
- 1 – Poor, no goals met

If you like, use this space to comment on your rating.

2. Would you be interested in joining the planning team for next year's retreat? We need people for many tasks, large and small. *Circle one.*

1) No, thanks.

2) Yes, I'll consider it. (Please give us your name below.)

OPTIONAL: Name: _____

Thank you for your honest feedback!