

EXPECT GREAT THINGS

# RETREAT

PLANNING GUIDE



**glenlake**  
Camp & Retreat Center



# RETREAT PLANNING GUIDE

Congratulations on your role in planning this retreat! Great things happen as a result of time set-aside at Glen Lake Camp and we cannot wait to see what is in store for your group. You should be able to check a few very big boxes if using Glen Lake Camp, but if not, here are the Big 4:



**DATE**



**PLACE**



**FOOD**



**ACTIVITIES**

Once your Agreement is signed and dates reserved, your retreat planning is almost done. Using a full-service camp like Glen Lake Camp is like having an “easy button” for inspiration and planning support. Now it’s time to start filling in the programming details specific to your event.





# PEOPLE

It may seem obvious, but take a moment and really think about **WHO** will be on this retreat.

Do you have your people recruited to attend your retreat?

## NO

- What will attract them to the retreat?

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- What design elements do you need on your flyer/posts/emails to convey those things?

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- Make it easy for people to commit using polling, deposits, or a pre-event meeting. Having a preliminary headcount will make it easier on your planning efforts. How will you have them register, pay, and sign documents?

## YES

- Do they know each other? What are they like individually and as a group?

• Why did they sign up? Be honest here. It might not be the reasons you are hoping for, but they are valid and worth considering. What are they expecting about the retreat? What are they not expecting, but you want them to experience?

- Who from your group could you include in the planning process to ensure your itinerary is meeting their needs?

• Are there brave souls coming alone? If so, what can you do to make them feel more comfortable before, during, and after the retreat?

- Do you need volunteers or sponsors? Who would you like to recruit to be a part of it? Are these volunteers invested in your group and/or the purpose of the retreat?

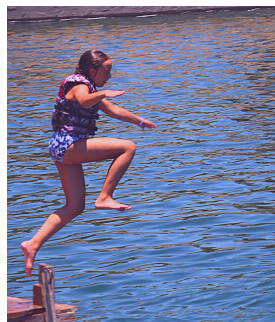
- How will you handle room assignments?





# PRE-RETREAT CHECKLIST

- What transportation are you using?
  - Departure Meeting Time:
  - Departure Meeting Place:
  - Rendezvous Time/Place - if you are using Glen Lake Camp, we suggest meeting in the Welcome Center at the Front Gate.
- Create a materials list as you create your agenda.
  - Insurance/Liability Folder
  - Roll Call List to use when making sure you have your whole group on the bus or in an emergency. You might consider an app solution or laminating a paper list with a dry erase marker.
  - Insurance Cards/Release Forms for Participants - for your use in case someone in your group is injured and you need to seek treatment on their behalf.
  - Insurance Certificate naming Glen lake Camp as additional insured. To be supplied prior to arrival.
  - Glen Lake Camp will contact you prior to arrival to ensure the necessary on-site waivers are completed per person. Please allow for this in your pre-planning.







# AGENDA DESIGN

Here are a few tips to keep in mind when planning a retreat.

- Limit lecture/preaching time to 20 minutes or less per session.
- Camp surroundings are a huge benefit for your retreat. Make sure you have enough time for them to reflect and relax on campus.
- Take time to pamper your group. They made the time to be at the retreat, help them feel special.

Here are some ideas:

- Roast s'mores over an evening campfire.
- Bring a chair message therapist.
- Provide gift bags with special treats.
- Write personal notes for staff to receive when at check in.
- Time to relax in a rocking chair overlooking the lake.
- One of our groups provides comfy socks to each participant.
- Avoid using "icebreaker" anywhere on the agenda. We're not saying you should not have them, only that people tend to think icebreakers are dumb and dread it when they know that is what is about to happen. So be sneaky about your plans to break the ice. Build it in organically or call it something else.
- Do fun stuff. Part of the point of a retreat is to provide opportunities for your group to connect in ways they would not ordinarily, and that won't happen if you don't intentionally allow time for it. So, plan a few fun teambuilding activities. At Glen Lake Camp, that could mean you bring headlamps and go on a night hike to the cross. Or, schedule our climbing wall, zipline, canoes, or fishing. If you want team-building as the focus of your retreat, consider scheduling the Glen Lake Challenge Course.
- Eat well. No one, and we mean no one, has positive memories of a retreat when the food was not good. That's why at Glen Lake Camp, we listen to your requests to help make sure you have plenty of great options.
- Simplify your agenda. Remember, it's a retreat. You do not want participants to leave feeling like they need a few days to recuperate from the demanding schedule you kept. That means agenda quality over quantity. Plan large blocks of time and focus on the most important thing.
- Meals are served at 8am, 12pm, and 5pm in the Dining Room.



# SAMPLE ITINERARY

FOR A 3 DAY RETREAT. PAGE 1 OF 3

## DAY 1 • Arrival

4:30pm Arrival at Glen Lake Camp and Retreat Center

4:45pm Check-in to Cabins

5:00pm Dinner in Dining Hall

6:00pm Meeting Room Session

Activity: (about 20 minutes in length – see suggestions below):

Activity:

Activity:

7:00pm Break

7:30pm Meeting Room Session

Activity:

Activity:

Activity:

8:30pm Snack Time

9:00pm Free Time

10:30pm Lights Out

## DAY 2 • Camp Feels Like Home

7:00am Rise & Shine

8:00am Breakfast in Dining Hall

8:30am Meeting Room Session

Activity:

Activity:

Activity:

9:30am Free Time/Small Group



# SAMPLE ITINERARY

FOR A 3 DAY RETREAT. PAGE 2 OF 3

10:30am Glen Lake Camp Activity: Challenge Course

12:00pm Lunch

1:00pm Meeting Room Session

Activity:

Activity:

Activity:

2:00pm Glen Lake Camp Activity: Hike to the Cross

3:00pm Outdoor Session

Activity:

Activity:

Activity:

4:00pm Free Time

5:00pm Dinner in Dining Hall

6:00pm Meeting Room Session

Activity:

Activity:

Activity:

7:00pm Break

7:15pm Meeting Room Session

Activity

Activity

Activity

8:15pm Break

8:30pm Walk to Vespers for Campfire





# SAMPLE ITINERARY

FOR A 3 DAY RETREAT. PAGE 3 OF 3

8:45pm      Campfire

Activity:

Activity: S'mores

9:00pm      Free Time

10:00pm     Lights Out

## DAY 3 - Lasting Impression

7:00am      Rise & Shine

8:00am      Breakfast in Dining Hall

8:30am      Meeting Room Session

Activity:

Activity:

Activity:

9:30am      Break

9:45am      Meeting Room Session

Activity:

Activity:

10:45am     Glen Lake Camp Activity Session: Canoeing

11:30am     Free Time

12:00pm     Lunch in Dining Room

1:00pm      Meeting Room Sessions (optional • could schedule load-up/leave)

Activity:

Activity:

Activity: Group Picture

2:00pm      Load-Up

2:15pm      Leave for Home



# ACTIVITY MIX & MATCH

When planning your itinerary, consider some of these ideas. Fill them into the "activity" spaces on your itinerary.

Icebreaker	Lecture/Presentation	Outing/Sightseeing
Team Builder	Worship Session	Campfire
Small Group Discussion	Testimonial	Journal/Reflection
Large Group Discussion	Arts/Crafts	Networking
Guest Speaker	Skit	Special Snack

Glen Lake Camp Activities can be built into your schedule (\* additional fee and reservation required).

Challenge Course*	Archery*	Swimming Pool*
Zipline*	Fishing	GAGA Ball Pit
Hike to the Cross	Recreation Center (M.A.C.)	Climbing Wall*
Canoeing*	Lake Toys*	Campfire



# AGENDA APPROVAL

Who needs to see the agenda to comment or approve? Is there anyone from the group that you would like their input/buy-in?

Send the agenda to everyone in the "Responsible Person" column and have them approve their topic, timing, and materials needed.

Send the agenda to Amanda Garza at Glen Lake Camp ([amanda@glenlake.org](mailto:amanda@glenlake.org)) for final review to ensure the proper buildings and activities have been reserved.



# COMMUNICATION

When communicating with families, it is important to tailor messages to your audience. Here is an example of a parent-focused email:

Dear Parents:

As we plan for the **RETREAT NAME** on **DATE**, I am excited about the opportunity for your student to have new adventures, make stronger friendships, and **BLANK (FILL IN SOMETHING SPECIFIC TO THIS RETREAT)**. I know you are busy so I'll get right to the details:

**WHO:** INSERT WHO IS ATTENDING

**WHEN:** DATES AND TIMES

**WHERE:** Glen Lake Camp and Retreat Center in Glen Rose, Texas ([www.glenlake.org](http://www.glenlake.org))

**WHY:** INSERT REASON FOR RETREAT

**COST:** INSERT COST ALONG WITH DUE DATE, DEPOSIT AMOUNT, SCHOLARSHIPS, ETC.

**SIGN-UP:** INSERT LINK OR OTHER INSTRUCTIONS

We will meet **INSERT LOCATION, DATE, AND TIME FOR DEPARTURE** and return to **INSERT LOCATION, DATE, and TIME FOR ARRIVAL**. Transportation will be provided by **BUS/MINIVAN/CAR** driven by **STAFF/VOLUNTEERS** who are joining us on the retreat.

**WHAT TO BRING:**

Money for meals not included	Shoes to wear in the river	Pillow, Sleeping Bag or Sheets
Toiletries (toothbrush, deodorant)	Comb, hair dryer, etc.	Bible
Changes of Clothes, PJ's	Towel	Flashlight
Swimsuit/River Clothes	Medication your child normally takes	

Please feel free to contact me with any questions you have. **INSERT A SENTENCE AS TO WHAT YOU HOPE TO ACCOMPLISH WITH THIS RETREAT - REMEMBER YOUR AUDIENCE.**

Kind regards,

NAME

TITLE

EMAIL/PHONE

ORGANIZATION WEBSITE





# COMMUNICATION

For the students, we recommend something more graphic with less details.

ADVENTURE • FRIENDSHIP • FUN

**YOUTH  
RETREAT**

GLEN LAKE CAMP

MARCH 6-8  
\$125/person  
(see Jane for Scholarship Information)

SIGN-UP BY FEBRUARY 1  
[www.tinyurl.com/retreat](http://www.tinyurl.com/retreat)

NEXTGEN YOUTH MINISTRY



EXPECT GREAT THINGS

Quick and easy planning for an impactful retreat.



# CONNECT WITH US

[www.glenlake.org/retreats](http://www.glenlake.org/retreats)

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Glen Rose, Texas 76043

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[info@glenlake.org](mailto:info@glenlake.org)

Call for a tour today.

