

Christian Retreat Planning Checklist

1. Prayer & Vision

- ☐ Pray for guidance and purpose
- ☐ Define spiritual goals (e.g., renewal, discipleship, outreach)
- ☐ Choose a theme and key verse

2. Team & Roles

- ☐ Form a planning team
- ☐ Assign roles: logistics, worship, teaching, hospitality, etc.
- ☐ Schedule regular planning meetings

3. Logistics

- ☐ Set date(s) and duration
- ☐ Choose and book a venue
- ☐ Arrange transportation (if needed)
- ☐ Plan meals/snacks or coordinate catering
- ☐ Prepare lodging assignments

4. Budget & Registration

- ☐ Create a budget (venue, food, materials, speaker, etc.)
- ☐ Set registration fee
- ☐ Create registration form (online or paper)
- ☐ Promote retreat (church, social media, flyers)

5. Spiritual Content

- ☐ Invite speaker(s) or prepare devotionals
- ☐ Plan worship sessions (music, prayer, testimonies)
- ☐ Prepare small group discussion guides
- ☐ Include time for personal reflection and journaling

6. Schedule & Activities

- ☐ Draft a daily schedule (sessions, meals, free time)
- ☐ Plan icebreakers and team-building games
- ☐ Include quiet time and worship moments
- ☐ Prepare materials (Bibles, journals, pens, etc.)

7. Final Prep

- ☐ Confirm all bookings and supplies
- ☐ Send reminders to attendees
- ☐ Prepare welcome packets or name tags
- ☐ Pray over the retreat and team

8. During the Retreat

- ☐ Arrive early for setup
- ☐ Welcome attendees warmly
- ☐ Stay flexible and Spirit-led
- ☐ Take photos and document moments

9. After the Retreat

- ☐ Send thank-you notes to volunteers and speakers
- ☐ Gather feedback from attendees
- ☐ Debrief with the team
- ☐ Celebrate what God did!