

CHECKLIST FOR PLANNING A WEEKEND YOUTH RETREAT

Who?

- Is this retreat for all of our students, or just a particular age group?
 - Are parents invited to attend this weekend as well?
 - How many volunteers are needed to pull this weekend off? (I would suggest an adult for every 5-7 students of that gender). Have we budgeted to pay these people's way?
 - Will we have a speaker/preacher and/or a worship leader? Can I pay them?
 - Are there forms that need to be filled out, either for your church or for the venue?
- Both?

What?

- What will the theme of the weekend be? Am I writing the lessons myself or will I find curriculum?
- What will we study in the Bible?
- Do I have any goals for the weekend?
- What games will we play during the weekend?
- If this is our first time, what traditions do we want to establish?
- What are the rules for the weekend? Communicate these to parents ahead of time, as and to students at the beginning of the weekend.

When?

- What is the best time of year for this event?
- In my youth ministry, what is a weekend that would work best for the most people?
- Are there large subsets of my students who might not be able to attend if I set it on a particular weekend?
- Am I communicating the dates of this trip well-enough in advance to maximize student participation? (At least a month in advance, preferably more. Our students know in late July every major event on our calendar for the coming school year).

Where?

- What does my budget allow me to do? Should this be held at our church building, or can we use a camp or retreat center?
- How will we get to the venue? Will students get there on their own? Do we have to charter a vehicle, rent something? What does that cost?
- What kinds of activities does the venue facilitate?
- Does the venue provide food services, or do we need to bring people to cook?
- What is the cost of the retreat?
- What does the venue require of me? Forms? Minimum number of adults? How far in advance do I need to book them?