

at peace women's retreat planning calendar

November/December

Discuss possible Scripture focus for next year's retreat

January

Begin study of Scripture focus

Discuss and study possible theme passages

Secure pastoral advisor

Review previous year feedback to assist with planning

February

Select definite theme & theme passage

Solicit keynote speaker

Discuss possible workshop topics

Begin logo creation

March

Email blast to past participants: Save-the-Date!

Select definite workshop topics

Solicit workshop leaders

Solidify logo

Contact Forward in Christ

Determine retreat fee

Determine schedule for retreat day:

Proposed new schedule

8:30-9	Continental breakfast
9-9:15	Welcome and Morning devotion from Christian worship
9:15-10:15	Keynote address
10:15-10:30	Break
10:30-11:30	Workshop #1
11:30-12:30	Lunch, fellowship/book nook/Q&A with Mathtob
12:30-1:30	Workshop #2
1:30-1:45	Break
1:45-2:45	Workshop #3
2:45-3:30	Closing devotion

Email all presenters with basic info regarding retreat

Presentations to be submitted by 8/1 for pastoral review

Needs for projectors, screens, etc to be requested by 8/1

Solicit workshop leaders' bios

Begin website building (include separate columns for last name, first name, church, town, state)

Begin brochure and determine "additional thoughts" to be included in retreat description

Tshirt style, logo, pricing

April

Peace newsletter clip & bulletin for May

Brochure completion: Committee members review; Printing; Give to close sister congregations

Website completion - Committee members review

Open registration!

Email blast with further info

Email blast to district congregations

Determine chairwomen for the following: Decorating tables, Continental breakfast, Morning break, Lunch, Afternoon break, Peace Place,

Hospitality table (Decorate, who will man), Folder assembly, Singing, Building tour/explanation

Childcare head (also seek permission to use preschool room)

Discuss take home gift

Deposit checks weekly! Do not hold!

May

Peace newsletter clip

Committee members should all be registered

Brochures distributed to members

Room names - Solicit member to make room name posters

Evaluation form - Solicit member to make, committee determine questions

Review finances

Look into table & chair rentals if necessary

June

Bulletin insert

July

Email WW District – give bulletin blurb and poster – ask to forward to WM presidents

Email all those within 100 mile radius who are not part of WW District

Bulletin insert

Reminder email to presenters that presentations are due by ____

Email all presenters with basic info regarding retreat

Housing offered to those traveling a great distance

Presentations to be submitted by ____ for pastoral review

Needs for projectors, screens, etc to be requested by ____

Suggested books for book sale

August

Phone calls to members not registered by due date

Photographer

List of desired photos

Poster made by Sunday morning

Touch base with all chairwomen named in April

Solicit accompanist for closing devotion

Book sale plans

Check pen supply

Invite chairwomen to Sept meeting to run through things

September

Rehearse any special music for closing devotion

Check for sufficient supplies for breaks/meals; garbage bags; stackable paper towels for
bathrooms

Have plenty garbage and recyclable receptacles

Determine which workshops when

Assemble folders

Copy contents

Have labels printed

Name tags printed

Fans secured

Wash sanctuary windows

Mums outside at front entranceway

Copy/collate/staple presentations

Secure hymns for closing devotion for accompanist

Secure coolers

Purchase soda & water

Solicit members to hand out take home gift

Solicit male members to:

Pick up rentals

Set up tables/chairs Friday during the day

Return rentals Saturday evening

Assist with breakdown of tables/chairs

Secure 2-3 front door greeters

Email all presenters with number of times they'll present and how many attendees

Email all registrants one week prior to retreat

October

Replace any burned out light bulbs in building

Write thank you notes and enclose honorariums

Mums in front of church and/or altar flowers

Church sign: Welcome Ladies at peace? retreat

Thank you email sent to presenters