



RETREAT PLANNING LOGISTICS: CATEGORIES

TIME

When are you going?

Travel There Dates: _____

Retreat Dates: _____

Travel Back Dates: _____

Write the dates down on your calendar!

Completed? Y N

TRANSPORTATION

How are you getting there? Reserve those tickets, put gas in the car, and write it all down on your budget worksheet!

TICKET INFORMATION: _____

GAS/ CAR MAINTENANCE (if you are driving): _____

COST: _____

Completed? Y N

Within Budget? Y N

ACCOMODATIONS

Where will you be staying? Make the reservation or confirm the arrangements today!

HOTEL or OTHER INFORMATION: _____

Check in Time:

Check Out Time:

Within Budget? Y N

Completed? Y N

FOOD AND HEALTH PREPARATIONS

What nutritional and health preparations do you need to make or buy for your retreat? (i.e., gluten free snacks for the road, making sure there is a health food store nearby or buying extra supplements or medicines for the duration). Are there any medications or supplements that you need to order an extra supply of for your retreat? Here is a list of some possibilities to get you thinking and a space to write how and when you will obtain them:

Gluten Free Items: _____

Dairy Free Items: _____

Alternative Sweeteners: _____

Coffee/Tea: _____

Organics: _____

Fresh Produce: _____

Special Water: _____

Sweets and Goodies: _____

Vitamins/Supplements: _____

Bath Items: _____

Essential Oils: _____

Medications: _____

Lifestyle Aids (back braces, massagers, etc): _____

Toiletries: _____

Contact Lenses: _____

Feminine Needs: _____

Other: _____

Will there be a store or other resource where you are going to get these items? _____

If not, how will you get them beforehand? _____

When will you get them? _____

Within budget? Y N

Completed: Y N

RETREAT SUPPLIES

What supplies do you need to obtain for your particular retreat? (for example, extra painting supplies for a visual artist who is going on a creative retreat, a snow jacket if you are heading to a cabin in the woods, or some extra candles for your stay-at-home retreat). Some retreat-specific supplies may include:

Candles

Bath salts

Special music

Painting supplies

Bathing Suit/ Sunscreen

Writing Materials

Laptop/Electronics

Music Materials

Pillows

Mindfulness Bells
Yoga Mat
Blankets
Specific Clothes

The special items I will need for my retreat include:

I will obtain them on: _____

Within budget? Y N

Completed: Y N

"WHILE YOU ARE AWAY" PREPARATIONS

This could be anything from finding a pet sitter to putting in a temporary hold on your mail. Some logistical preparations to consider may be:

Health Appointments

Lunch Dates

Errands

Pet Accommodations

Gardener

Housekeeper

Regular Meetings or Volunteer Obligations (Church, etc.)

Mailman

Fed Ex or UPS person

Work Projects

**Email and Social Media Notifications
Phone Notifications**

The special "While I Am Away" arrangements I will need for my retreat include:

I will make them on: _____

Completed? Y N

Good luck with your retreat planning and congratulations for using this planner to help you get there!