



Retreat Specialist Checklist

HERE IS YOUR RETREAT SPECIALISTS CHECKLIST USE THIS TO RECORD WHAT YOU HAVE DONE

- The Why - what is your why?
- Your Story - what triggers you?
- Your Audience - have you really thought about who your ideal clients it?
- Your Retreat Name and Theme - what are you calling it
- Your Promise & the Scene You Set - what are you telling them that they will be getting from your retreat.
- The When and The Where - when is it and where is it? You will never be able to please everyone.
- Your Itinerary - you need to know all of the in's and out's
- Co-facilitation - are you working with someone else?
- Your Budget - include everything you can think of and then some more
- Your Copy and Website - this is where knowing your audience will really help.
- Marketing - what is your marketing plan?
- Launch Plan - have you included a launch plan
- Systems - how will you manage everything once people start to register?
- Risk Management - do you have process for this?
- Legalities - are you covered to run retreats?
- Your Retreat Is Here - all the things you need to think of to prepare.
- Holding Space - what does this mean for you?
- Difficult Clients - how to handle those one or two people in your group.
- Testimonials - make sure you get these.
- Evaluations - make sure you have these.

Enjoy!