

Checklist for your Olmsted Manor *Retreat Reservations*

Select dates for your retreat.

Call Olmsted (814-945-6512) to check availability, with alternate dates on hand.

Provide general information such as:

- Group Name
- Contact person's name, address, phone
- Estimated Number of Guests
- Arrival and Departure Times
- Building(s) preferred
- Select meals needed
- Meeting area requirements (setup & equipment)
- Building(s) requested

Request for any forms you may need:

- Rooming sheets (to assign rooms)
- Menus (or food service plan meals)
- Directions, etc

After receiving confirmation:

- Review
- Make any necessary corrections
- Keep 1 copy for your records
- Return 2nd copy with advance deposit by due date

Call or email updates

Mark your calendar 45 days before your retreat to call & confirm reservation.

Call to confirm your reservation on the confirmation date.

Call 2 weeks before to review your information & assure that all is in order; verify details.

Notify of any special diets or if communion elements are needed & ask about meal times.

Update again if needed before arrival

Submit balance due before departure

Enjoy your retreat!

Setup your next retreat

Olmsted Manor Retreat Center

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Planning a Great Olmsted Retreat

Olmsted Manor Retreat Center



Are you new to the idea of an Olmsted Retreat?

We hope to answer some of your questions as we introduce you to the Olmsted experience.

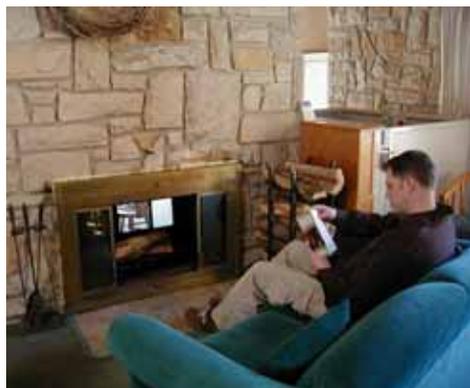
What is a retreat anyway?

A retreat is an intentional time away to put things into perspective. It is a time to rest, relax and reflect. It is a time to establish a new awareness of God's presence. A retreat can be a time for you and others to work on projects, to be creative, and to plan together. It is a time away that allows you to focus on specific issues, to meditate, and to grow closer to God and to one another.

Why have a Retreat?

Are you looking for a place to encounter God's grace and peace? Are you looking for a chance to be with other people or with creation? Do you have issues you need to resolve? Maybe you or a group would like to do a project and need a place to do it. Just looking for a place to relax? If so, a retreat may be just what you need! A retreat at Olmsted Manor Retreat Center can be an excellent way for you or your group to do any of these things and so much more!

The following information will help to guide you through the process of planning an Olmsted Manor retreat, whether you are planning for a few people, a larger group, or just yourself. It is important to get others involved in the planning. Invite and involve others in the process; this will encourage creative energy and will boost your attendance.



Deciding the Time and Length of the Retreat

When selecting a time of the year to have a retreat, keep some simple guidelines in mind. Will your retreat be associated with any holidays, seasons, local attractions, etc? Olmsted Manor fills up faster in the autumn season and on weekends and can require 6 months to a year in advance booking. Planning ahead is important. Consider which dates work best for your leaders (if any) and for your participants. Will the dates conflict with any other events or activities for you or your group? The length of your stay at Olmsted Manor depends on your retreat's objectives and the time you will need to accomplish your goals. Also consider traveling time and conditions, work schedules, and funds available for the retreat.

Things to Consider:

- Who is the retreat designed for?
- What is the purpose of this retreat? Do you have specific goals? Do you have a theme or interest?
- When is the best time to schedule your retreat? Are there possible schedule conflicts?
- Is your choice of dates available at Olmsted Manor?
- How long should it be?
- Who will coordinate and who will lead the retreat?
- What activities, meals, and snacks will there be?
- What kind of transportation will be required?
- What is your agenda? Do you want to allow time for worship, unstructured time, and private reflection?
- How will you promote your retreat?

Group Retreat Tips

Be creative with your program and maintain traditions that are meaningful to your participants. This can build a sense of continuity for future retreats.

Promote your retreat early and often! Start a waiting list if the retreat fills up past capacity. Call to verify space at Olmsted before increasing your original numbers. Olmsted can accommodate 60 guests maximum, but remember that other groups may be in residence at the same time that yours is scheduled. If the number of guests varies dramatically from the original number of people, report the changes as soon as possible. If the number of guests changes slightly, track the changes and call Olmsted to update the numbers. (Keep in mind the late cancellation fees.)

Provide necessary information to your group including requesting an advance deposit from them and notifying them of cancellation fees. If needed, provide them with a registration deadline that would allow the coordinator additional time to organize their information before the confirmation of the reservation and numbers and to help eliminate any cancellation fees. Set fees accordingly. You may want to add an advance deposit to schedule your next retreat and you may want to include staff gratuities. Determine and communicate your policies about refunds and cancellations within our policy guidelines (indicated on your confirmation). Arrange for someone in your group to arrive early to greet the group if needed and to go over any details with a staff person, for example room key location, meeting area location, last minute questions, etc. You may even want to arrange to visit our facilities before your retreat to familiarize yourself with the grounds and facilities.

Surprises are likely during the retreat so plan to be flexible without losing sight of the reason for your retreat. Design evaluations to distribute to your group that will provide feedback and useful information for you, and also for Olmsted Manor, to coordinate another great retreat!

Get Started: Coordinating a successful retreat can be a very rewarding experience for everyone! So what are you waiting for? Make your reservations today! Call Olmsted Manor: **814-945-6512**

Also check out Olmsted's website for photos of our facilities and other important information. Contact links and some of our reservation forms are available through our website:

www.olmstedmanor.org