



Retreat Planning Sample Planning Timeline

As quickly as possible:

Make your reservation and send in your deposit. When received, you will be sent a confirmation for your records. All reservation requests must be made at least 48 hours before your stay, and if you're part of a group – the sooner the better!

Ongoing:

Remind your group often about when you are coming up along with important deadlines. As you confirm your numbers with your group, find out if there are people who are willing to room together. Most rooms have two beds, and some of your group may need to double up in order to have space for everyone. If there are physical limitations that need to be accounted for, our staff is available to answer any questions that may come up and is ready to help. Recruit attendees as needed and do fundraising if applicable.

Sixty days before your arrival:

In order for Shrine Mont staff to properly plan and accommodate additional groups, you must guarantee your attendance no later than ninety days prior to your arrival date. Once you guarantee your attendance, you will be provided with information as to your particular accommodations and time for Sunday worship in the Shrine if applicable.

Planning your housing:

Once you know where you will be staying, it's time to do the jigsaw puzzle of who is staying where. Detailed floor plans of each building are available online at <https://shrinemont.com/visit/accommodations/facilities/> - just click on the picture of where you've been assigned to stay, and you can download a floor plan.

Two weeks before your arrival:

Confirm your logistics with Shrine Mont, including dietary needs and any special set up requests.

One week before your arrival:

Provide a copy of your housing assignments and your schedule to Shrine Mont staff.

Upon arriving:

Check your group in at the front desk in the Virginia House lobby. You'll be given checkout instructions at this time and can firm up any lingering details.