

# Welcome

The Florida Conference of Seventh-day Adventist thanks you for your interest in making a reservation at Pine Lake Retreat. We look forward to working with you to help meet the goals of your event.

## *Our goal for you...*

...is to create an atmosphere that will allow the Holy Spirit to touch the lives of those who come to our facility. We strive to provide a place that will allow your group to achieve your retreat goals while also enjoying the beautiful outdoors that God has created for each of us.

## *How to maximize the use of this guide...*

This guide will walk you through the essential steps in planning your retreat. Regardless of your experience level, we know that you will find these resources a great asset to your planning. Throughout this guide you will find resource tools. It will be very beneficial to you to date the pages every time that you change your numbers to be sure that your information is current. Start out with a pencil and change your figures as you progress through the planning process. **To print out specific pages, instead of printing the entire guide, you can go to File, Print, under the "Page Range" section, type in the page number in the "pages" box.**

## PRELIMINARY QUESTIONS

<b>1. For whom am I planning this retreat or conference?</b>			
<input type="checkbox"/> School Group	<input type="checkbox"/> Church Group	<input type="checkbox"/> Youth	<input type="checkbox"/> Collegiate
<input type="checkbox"/> Adults	<input type="checkbox"/> Singles	<input type="checkbox"/> Couples	<input type="checkbox"/> Families
<input type="checkbox"/> Other			
<b>2. What are their primary needs and interests?</b>			
<input type="checkbox"/> Prayer Life	<input type="checkbox"/> Spiritual Growth	<input type="checkbox"/> Unity	<input type="checkbox"/> Team Building
<input type="checkbox"/> Health/Wellness	<input type="checkbox"/> Learning	<input type="checkbox"/> Seminars	<input type="checkbox"/> Recreation
<input type="checkbox"/> Fellowship	<input type="checkbox"/> Other		
<b>3. What should the focus be?</b>			
<b>4. Specific objectives I plan to accomplish are:</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>5. What measurable results am I looking for in the group after the event?</b>			
* The answers to these questions will guide you throughout your decision-making. Since your purpose and goals have been established, now you need to evaluate which of our facilities best meets your needs.			

## GETTING TO KNOW YOUR FACILITY

[Lodging]

Please view each potential housing unit's floor plan (which can be found online) carefully as there are two different floor plans for handicapped accessible lodging, etc.

Please check with a Reservationist on the availability of housing because all housing may not be available on your desired date. First let's estimate how many participants you are bringing. Of course, as you get closer to the date, these figures will become more accurate.

### Estimated Numbers in Group

Males:		Females:		Families:		TOTAL:		as of:	
--------	--	----------	--	-----------	--	--------	--	--------	--

### PINE LAKE RETREAT LODGING

Type of Lodging	Maximum Units	# per Unit	Capacity	Retreat Lodging
Bambi	1	16	16	
Family Chalets	15	4-6	60-90	
Lodge A	1	18	18	
Lodge B	1	12	12	
North Shore	1	12	12	
South Hall	1	50	50	
White House A	1	12	12	
White House B	1	8	8	
RV Sites	24			
Tents Sites				
<b>TOTAL:</b>			<b>218+</b>	

### Confirmed Housing:

Type of Lodging	Quantity	Starting Date and Time - Ending Date and Time
Bambi		
Family Chalets		
Lodge A		
Lodge B		
North Shore		
South Hall		
White House A		
White House B		
RV Sites		
Tents Sites		

Housing confirmed by facility on this date:

## GETTING TO KNOW YOUR FACILITY

[Meeting Areas & Capacities]

Please view each potential meeting area's floor plan (which can be found online) carefully as they are very different. Please check with a Reservationist on the availability of meeting facilities because they may not be available on your desired date. Consider the following:

- ◆ In case it rains, where could an alternate meeting place be?
- ◆ The atmosphere of the meetings will give your program a certain "feel."
- ◆ Reserving a meeting location that is much too large for your group will automatically reduce the intimacy, but also be sure not to crowd your group into a smaller location.

Go ahead and check which facilities you are interested in.

PINE LAKE RETREAT MEETING AREAS			
Meeting Area	Seating Capacity	Meeting Area	Seating Capacity
<input type="checkbox"/> Gymnasium	250	<input type="checkbox"/> Persimmon Conference Room	55
<input type="checkbox"/> Live Oak Auditorium	160	<input type="checkbox"/> Rain Tree Conference Room	30
<input type="checkbox"/> Chapel	120	<input type="checkbox"/> Poinsettia Conference Room	20
<b>TOTAL:</b>			<b>635</b>

### Confirmed Meeting Facilities:

Meeting Facility	Starting Date and Time - Ending Date and Time	
Gymnasium		
Live Oak Auditorium		
Chapel		
Persimmon Conference Room		
Rain Tree Conference Room		
Poinsettia Conference Room		

\*Meeting areas confirmed by facility on this date:

**Notes:**



## ORGANIZING YOUR RETREAT

### [Coordinating Your Staff]

Quality staffing for any event is as essential as its program. The responsibility of recruitment, training, and motivation belongs to you, the event coordinator. Because of the varied sizes and purposes of each retreat, each group's specific job descriptions may change a little. You may be able to combine a few positions, or you may also need several of the same position.

These are the positions that most groups use:

Position	Volunteer(s)	Contact Information
<input type="checkbox"/> Event Coordinator		
<input type="checkbox"/> Promotion Coordinator		
<input type="checkbox"/> Transportation Coordinator		
<input type="checkbox"/> Medical Coordinator		
<input type="checkbox"/> Registrar		
<input type="checkbox"/> Activity Coordinator		
<input type="checkbox"/> Musical Coordinator		
<input type="checkbox"/> Audio/Visual Coordinator		
<input type="checkbox"/> Speaker(s)		
<input type="checkbox"/> Follow-up Coordinator		
<input type="checkbox"/> Counselors, if you have a youth retreat (1:8 ratio)		

## ORGANIZING YOUR RETREAT

### [Budgeting and Programming]

**Budgeting:** It is necessary to plan your budget before planning your program. There is a basic formula for deciding your per person charge. After deciding on food service, facilities, and lodging, you can estimate your total cost. Divide this cost by the approximate number of participants to find your per person charge. More information is on page 10.

**Programming:** Each group's program is going to vary, but the essentials are basically the same: a main speaker, activities, meal times, and rest time. You should be careful not to allow too much time between activities, nurturing boredom, but also to not overcrowd your schedule...it's called a "retreat" for a reason ☺. You wouldn't want your group to leave your retreat more stressed out than when they arrived. Sample schedules for both you as the group leader and a schedule for you to give to your group are below.

# SAMPLE Group Leader's Retreat Schedule

## FRIDAY 1/22/2008

Time	Meals	Meetings	Activities	Miscellaneous	Location
6:00 p.m.				Registration Set-up	Poinsettia Conference Room
7:00-10:00 p.m.		Registration			Poinsettia Conference Room
9:00-10:00 p.m.		General Session			Live Oak Auditorium
10:00-				Registration Clean-up	Poinsettia
10:00-11:00 p.m.				Settle in to assigned lodging	

## SATURDAY 1/23/2008

Time	Meals	Meetings	Activities	Miscellaneous	Location
<input type="checkbox"/> Bring Orientation Packets to Live Oak Auditorium					
8-8:30 a.m.		Staff Orientation			Live Oak Aud.
8:30-9:15 a.m.	Breakfast				Cafeteria
9:30-11:15 am.			Break-out Sessions (Individual Church Groups)		All around camp
11:20 a.m.-12:25 p.m.		General Session			Live Oak Aud.
12:35-1:35 p.m.	Lunch	Strategic Planning by Teams			Cafeteria
1:45-5:15 p.m.			Bicycles, Low Elements, and Canoes available		
5:15-6:00 p.m.				Shower & change for supper	Lodging
6-6:45 p.m.	Supper				Cafeteria
7-7:15 p.m.		Church program			Live Oak Aud.
7:30-8:30 p.m.			Prayer Room Open		Chapel
8:45-10:30 p.m.		General Session			Live Oak Aud.
11:00 p.m.				Lights Out	Lodging

## SUNDAY 1/24/2008

Time	Meals	Meetings	Activities	Miscellaneous	Location
8-8:30 a.m.		Staff Orientation			Live Oak Aud.
8:15 a.m.			Early Morning Prayer Group		Chapel
8:30-9:15 a.m.	Breakfast				Cafeteria
9:30-11:00 a.m.		General Session			Live Oak Aud.
11:00 a.m.				Check out time	
11:10-12:15 p.m.			Swimming, basketball, and volleyball	"Solo Time"	All around camp
12:30-1:30 p.m.	Lunch				Cafeteria
1:30-3:15 p.m.			Chapel, Bicycles, Mini Golf, and Canoes available	Free Time	
3:30-4:30 p.m.			Closing General Session		Live Oak Aud.

\*Organizing your schedule like this will help you easily keep track of all of the activities you are doing, the meeting facilities you are using, and your food service needs.

# SAMPLE Retreat Schedule for General Group

## FRIDAY

7:00-10:00 p.m.	Registration	Poinsettia Conference Rm.
9:00-10:00 p.m.	General Session	Live Oak Auditorium
11:00 p.m.	Lights Out!	

## SATURDAY

8:30-9:15 a.m.	Breakfast	Cafeteria
9:30-11:15 a.m.	Break-Out Sessions	Meet at Live Oak Aud.
11:20 a.m.-12:25 p.m.	General Session	Live Oak Auditorium
12:30-1:30 p.m.	Lunch & Strategic Planning by Teams	Cafeteria
1:45-5:15 p.m.	Bicycles, Low Elements, and Canoes	
5:15-6:00 p.m.	Shower and change for supper	
6:00-6:45 p.m.	Supper	Cafeteria
7:00-7:15 p.m.	Church Program	Live Oak Auditorium
7:30-8:30 p.m.	Prayer Room Open	Chapel
8:45-10:30 p.m.	General Session	Live Oak Auditorium
11:00 p.m.	Lights Out!	

## SUNDAY

8:30-9:15 a.m.	Breakfast	Cafeteria
9:30-11:00 a.m.	General Session	Live Oak Auditorium
11:00 a.m.	Check out time	
11:10a.m.-12:15 p.m.	Swimming, basketball, and volleyball	
12:30-1:30 p.m.	Lunch	Cafeteria
1:30-3:15 p.m.	Free time/nap time: Chapel, Bicycles, Mini Golf, and Canoes	
3:30-4:30 p.m.	Closing General Session	Live Oak Auditorium

## ORGANIZING YOUR RETREAT

[Promoting]

Your promotions should communicate for whom the event is designed, the purpose of the event, and pertinent information about the event facilities, costs, and the guest speaker. It should be easy to understand, informative, and attractive.

A general flyer is available online in the document “Customizable Publications to Plan Your Retreat.” Your flyer should be simple and unique, avoiding wordiness and overcrowding. Simply include the basics: **who** is the retreat for, **what** are you going to be doing there, **when** it is, **where** it is, and **why** are you having it. Unless your flyer grabs their attention, the majority of people will walk by it and never stop to read it.

A brochure is a more appropriate place to have more details. Your brochure **can** include:

- The purpose of the event
- A brief schedule
- Cost of the event
- Optional costs
- Transportation costs
- Registration deadlines
- Early registration discount
- Non-refundable information
- List of items to bring
- Departure/arrival times and places
- Travel information and a map to the facility (available on the website)
- A registration form (found online in the document “Customizable Publications to Plan Your Retreat”)
- Contact information for someone who can offer further information

**Other Ways to Promote:** Posters, mailers/flyers, bulletin announcements, pulpit announcements, skits during group meetings, emailing, advertisements on your organization’s website, stuffing student/employee mailboxes, telephoning, local newspaper/radio, and ask your organization for help.

**HINT:** Try to personally recruit 3-5 enthusiastic people who believe in the event and are willing to personally contact others. A list of potential participants should be drawn and divided. The event coordinator should periodically meet and encourage these recruiters.

**General Financial Information:** The event coordinator has to decide which option of deposits to use in order to protect the group's budget from being liable to cover "no-shows" for the event. Below are some examples that group leaders have used for individual attendees.

1. Non-refundable deposit that covers 50% of the cost.
2. Require full payment in advance/ no refund.
3. Charge minimum reservation deposit and cover "no-show" and meals' penalty from group's budget.

It is great idea to give an early registration reduction as an incentive for early registration. You can also give scholarship assistance for selected participants who need partial financial help. Find anonymous supporters who are willing to contribute to fund this ministry.

**Registrar:** A detail-oriented person who is very organized, experienced with some accounting, and "panic-proof." They should:

- Keep track of registration forms and make periodic reports to the event coordinator and promotion team.
- Collect non-refundable pre-registration deposits.
- Have cashbox ready for registration on the day of the event.
- Provide nametags, markers, and packets with housing assignments, notepaper, speaker's outline, evaluation form, and map of facility.
- Provide signs/maps to direct people.
- Have information ready to settle-up billing, including number of full-time guests, number of part-time guests, day-only guests, meals, age categories, and housing accommodations.
- Pre-arrange registration with the facility.
- Make sure there are permission slips for any minors that are participating.**

## REGISTRATION TO CHECK-OUT

[Checking-In to Follow Through]

**Check-In:** Please be sure that you communicate with your facility regarding your check-in time. If you are going to arrive later than your pre-arranged check-in time, please give us a call. Check in at the Main Office immediately upon arriving to camp.

**Check-Out:** Because oftentimes another group may have their retreat shortly after yours, please be courteous and check out at the time that your confirmation letter stated that you would. This will ensure that our housekeeping staff has adequate time to prepare the camp for the next group. Please communicate any requests for leniency regarding your check-out time to the manager as soon as possible. Keep in mind that availability may not allow any change.

It is very important that you check out with the manager on-duty before you leave the camp. This is your opportunity to discuss any positive or negative feedback from your group's experience. It is also the time to make the final financial arrangements.

**Follow Through:** If you have diligently planned to accomplish an objective with this event, you should see the impact on people's lives long after the suitcases have been unpacked. Just as a successful event demands planning and execution, so does the follow-up.

Leaders should be assigned to do personal follow-up with individuals who have made decisions, or those who are new to your group. Begin to follow-up at the retreat or conference, and then again shortly after the event. These people should receive literature, phone calls, or a personal visit within a couple of days after the event is finished.

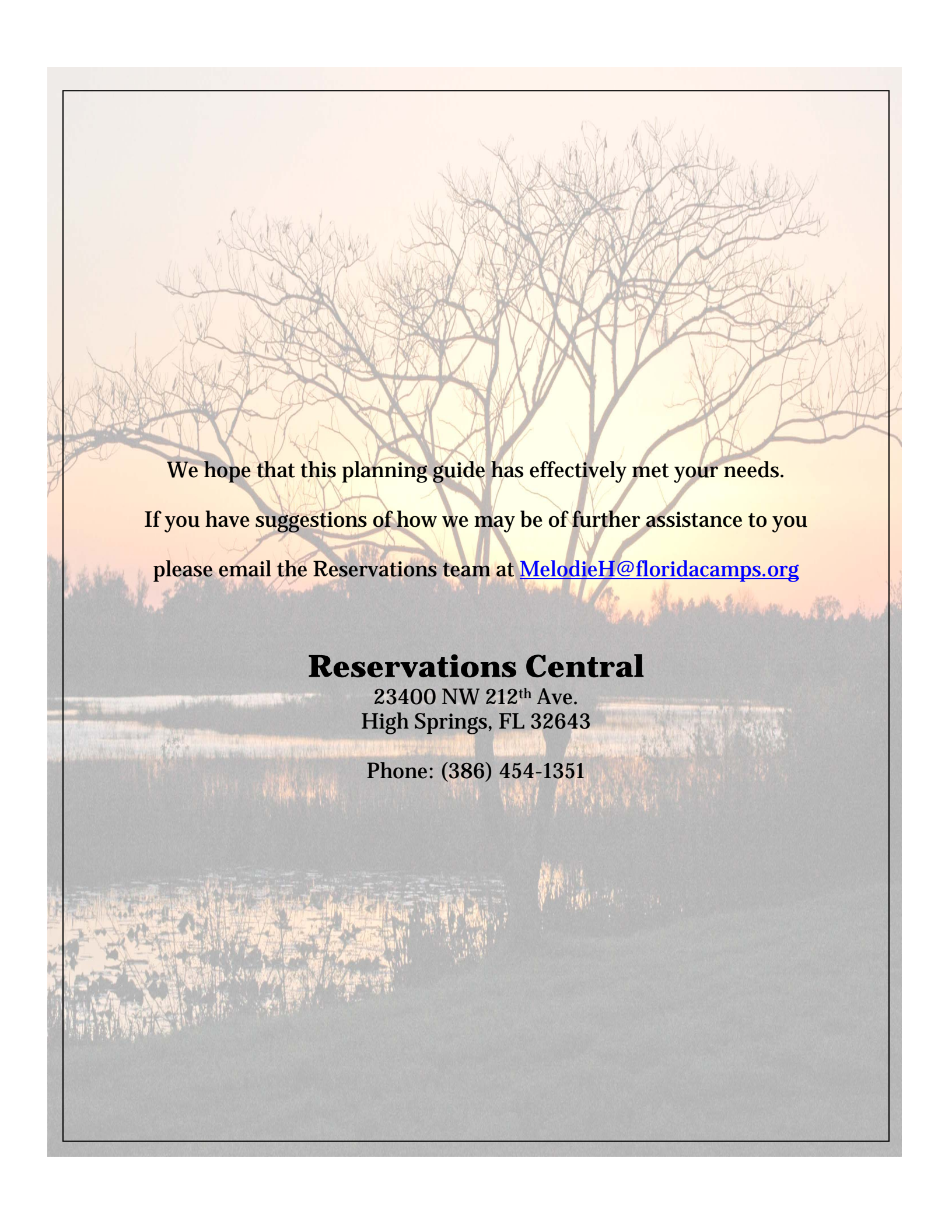
The event coordinator should meet with his/her staff no later than one week after the event. The agenda should include:

1. Discuss how well the objectives were met.
2. Evaluate the facility.
3. Discuss adjustments needed for the next event.
4. Praise and prayer for results.
5. Set a date for the next Event Planning Committee meeting.

**Keep detailed notes and suggestions of the process you followed along with this guide to plan next year's retreat.** Print the next two pages for each member of your planning team or other highly involved individuals to fill out and return to you.







We hope that this planning guide has effectively met your needs.  
If you have suggestions of how we may be of further assistance to you  
please email the Reservations team at [MelodieH@floridacamps.org](mailto:MelodieH@floridacamps.org)

## **Reservations Central**

23400 NW 212<sup>th</sup> Ave.  
High Springs, FL 32643

Phone: (386) 454-1351

## FAMILY CHALETs (1-15)

<b>#1</b>	Full:		<b>#2</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#3</b>	Full:		<b>#4</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#5</b>	Full:		<b>#6</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#7</b>	Full:		<b>#8</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#9</b>	Full:		<b>#10*</b>	Full:
	Full:			Sleeper Sofa:
	Sleeper Sofa:			
<b>#11</b>	Full:		<b>#12</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#13</b>	Full:		<b>#14</b>	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
<b>#15</b>	Full:		<b>Notes:</b>	
	Full:			
	Sleeper Sofa:			

\* Chalet #10 is **handicapped**

\*\*Roll-away beds are available upon request (limit 10 available) and for an additional charge

It will be helpful to you to look at the floor plans while coordinating the housing. They are available online.

Bambi			North Shore		
Bedroom (1)	King:		Bedroom (1)	Bunk 1:	
Bedroom (2)	Bunk 1:		Bedroom (2)	Bunk 2:	
	Bunk 2:			Queen:	
Living Area (3)	Sleeper Sofa:		Bedroom (3)	Bunk 1:	
Living Area (4)	Sleeper Sofa:		Bedroom (3)	Bunk 2:	
Bedroom (5)	Full:			Living Area (4)	Sleeper Sofa:
Bedroom (6)	Bunk 1:				
	Bunk 2:				

## Lodge A

Bedroom (4)	Queen:	
	Bunk 1:	
Bedroom (5)	Bunk 1:	
	Bunk 2:	
Bedroom (6)	Bunk 1:	
	Bunk 2:	
Living Area (3)	Sleeper Sofa:	
	Sleeper Sofa:	
	Sleeper Sofa:	

## Lodge B

Bedroom (1)	Bunk 1:	
	Bunk 2:	
	Bunk 3:	
	Bunk 4:	
Bedroom (2)	Bunk 1:	
	Bunk 2:	
<b>Notes:</b>		

## South Hall Lodge

Room (19)	Bunk1:		Bunk 2:	
Room (17)	Queen:		Notes:	
Room (16)	Queen:			

## South Hall Dorm

Room (15)	Bunk1:		Bunk2:	
Room (13)	Bunk1:		Bunk2:	
Room (11)	Bunk1:		Bunk2:	
Room (10)	Bunk1:		Bunk2:	
Room (9)	Bunk1:		Bunk2:	
Room (8)	Bunk1:		Bunk2:	
Room (7)	Bunk1:		Bunk2:	

**South Hall Dorm cont.**

Room (6)	Bunk1:		Bunk2:	
Room (4)	Bunk1:		Bunk2:	
Room (2)	Bunk1:		Bunk2:	

## White House A

Living Area (3)	Sleeper Sofa:		
Bedroom (4)	Queen:		
Bedroom (5)	Bunk1:		Bunk 2:

## White House B

Bedroom (1)	Bunk1:		Bunk 2:	
	Bunk 3:		Bunk 4:	
Bedroom (2)	Bunk1:		Bunk2:	