

Retreat Planning Guide **SAMBICA**

A tool to boost your planning process

<i>Starting Point</i>		
My Group:		
Point Person:	Purpose of Retreat:	
My Retreat Planning Team:	Rough Budget Per Person:	Estimate of Attendees
Date Options:		High:
		Low:
Call SAMBICA to determine which building(s) will suit you best! (425) 746-9110 x18	Meeting Room(s):	Lodging:

<i>Programming Your Retreat</i>			
SAMBICA's Activities and Teambuilding		Do You Have Traditions?	
Guest Speaker?	Rainy Day Plans?	Breakout Groups?	Technology Needs:
Create Your Schedule (See Next Page)			

<i>Final Details</i>						
Meeting Room Set-Up		Dietary Needs/Food Allergies				
		Gluten Free	Dairy Free	Vegetarian	Vegan	Nuts
		Due Dates		Coordinate arrival details with the Guest Programs Manager (425) 746-9110 x18 alyssa@sambica.com		
Contract and Deposit		<input checked="" type="checkbox"/>				
Supplement/User Agreement						
Proof of Insurance						
Final Count						
Waivers						
Dietary Needs						