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|  | KEYS TO IMPLEMENTATION |
| TONE: *(circle all that apply)*  Teambuilding Motivational  Fun Strategizing  Relaxing Planning  Investigative Problem Solving Personal Development  Focused Community-Focused /  Learn & Develop Volunteerism  Bonding Luxurious / Pampering  Regenerative Challenging /  Confrontational | * How will we set this tone from the start? * What setting will contribute to this tone? * What language or keywords reinforce this tone? * What prep work, handouts, reading materials, or supplemental materials reinforce this tone? * Any slogans or signage that set the tone? * Does our employee invitation set the tone? * Set an intentional statement for the retreat, and reiterate it at several points throughout. |
| BUDGET:  # of employees-  Length of retreat-  Venue-  Food/beverage-  Lodging-  Materials-  Transportation-  Team Activities- | * Is there a predetermined budget? * Use the Remote COO event budget tool to estimate expenses and find right fit for your retreat. |
| DESIRED OUTCOMES:   * What do you want team to come away with in 3 bullets? | * How can our retreat agenda foster this outcome? * How can our retreat leaders personally foster these outcomes? * What prep work can be done to help achieve these outcomes? * Consider different styles and approaches. Think outside the usual box. * You could use teambuilding exercises, speakers, 3rd party workshops, off-site activities or visits, etc. |
| CONNECTIONS:   * What are key connections to be forged during the retreat? | * How can our employees better connect to our Company vision and mission? * How can our Company better connect to our employees? * How can our employees better connect with one another? * How can our employees better connect to our Clients? |

**FINAL LOGISITICS NOTES**

DATE / TIME:

LOCATION:

GUEST SPEAKERS:

AGENDA: