

## Girls Weekend Sample Checklist //

- Set a date for the event
- Organize a team to help plan retreat
- Book location and complete contract if required
- Book speaker for the event
- Create budget for event
- Create Theme
- Create a Registration Form
- Recruit adult/college leaders
- Design/ Order T-Shirts
- Meet with your team regularly
- Put event on Church Calendar
- Reserve buses or transportation
- Promote your event on social media
- Print Signage for Camp
- Make folders for your leaders with info they'll need
- Create Quiet Times for the weekend
- Pick snacks or treats for the weekend
- Plan Leader + Parent Meeting
- Get counseling materials together
- Make a schedule for the weekend
- Find Band for the weekend (if you plan to have worship)
- Contact event center about special food needs
- Coordinate departure
- Coordinate arrival – directing girls/leaders where to go
- Make a welcome basket for speaker
- Secure a car or trailer to haul supplies to retreat
- Make sure background checks + volunteer applications are up to date.