

# **WINTER YOUTH RETREAT CHECKLIST**

January 15-17, 2009

Please review this list to be sure that you have completed everything needed for your group to attend our **Associational Winter Youth Retreat**.

## **Administration & Promotion**

- Review **Leadership Letter** for all critical details
- Put up **STUDENT SIGN UP SHEET** in prominent locations around church
- Print and post **posters** promoting retreat
- Hand out **posters** as fliers to students to invite friends
- Print **postcards** with information about the retreat and your sign up deadline
- Mail **postcards** to all members and prospects of your youth group
- Hand out postcards to students to use as an “invite card” to invite friends
- Participate in final church **Key Leader** conference call, to solidify plans and answer any questions

## **Reservations**

- Collect all deposits
- Review **Housing Options** sheet and decide on your first & second housing options. To receive the advertized retreat price, all groups must fill up non-lodge housing first. We suggest that all groups give two non-lodge housing choices. Your third choice is assumed to be in the lodge.
- Make a master **SIGN UP SHEET**
- Complete, print and mail in your **RESERVATION SHEET WITH** your deposit money by the deadline to:

### **Oakland Baptist Association**

*ATTN: Winter Youth Retreat*

64 W Columbia Ave.

Pontiac, MI 48340

248.338.6370

- Be sure you mail forms & deposit to be **postmarked no later than December 30, 2009**.
- Review **Leadership Letter** to be sure everything is complete to register your group