



5 KEY POINTS  
TO FACILITATE A  
TRANSFORMATIONAL  
RETREAT



## ABOUT THE AUTHOR

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Trista Haggerty has co-facilitated, transformational group experiences here at Hawk Circle for the past 25 years along with her husband Ricardo.

She also is the owner and director of Sacred Mountain Tours where she offers international tours traveling to earth's most powerful sacred sites throughout the world.

# LET'S START HERE!

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Offering your clients, employees, or family a retreat can be a life-changing experience with memories that will be treasured for a lifetime. Especially with the growing trend of online programs and remote jobs, people are craving time away, and starving for in-person connections.



Creating retreats in today's world requires great attention to ensure your guests are well-cared for during a time when there are so many uncertainties and big challenges. Rest, renewal, and soul nourishment has never been more needed than now.

Here are a few key points to keep in mind that will make your retreat go from ordinary to extraordinary.

# YOUR FIRST STEPS

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## 1 YOUR RETREAT THEME

Choosing a theme for your retreat is your very first step and will guide you through making just about every decision. All your activities, food, and venue is chosen with your theme in mind to support and enhance your guests' experience.

## 2 NUMBER OF GUESTS

If you're looking to offer a retreat where your participants have a transformational experience and go home changed, then you might want to think about a smaller group, between 8 and 15 participants. We've found this range to be perfect for cultivating a safe emotional environment for deep sharing. Any larger, then you'll most likely need to divide your group at times where having a co-facilitator is super helpful.

## 3 RETREAT LENGTH

How many days will you need to make sure your guests have time to feel truly away from their busy lives? And yet, not too long where they're wishing the retreat was shorter. A 3-night, 3-day retreat surprisingly offers a lot of value. It's not a long time for your guests to be away from home, and yet we've found it's still long enough to offer a transformational experience.

If you're looking for a deeper experience, where you need to give your guests solo time to contemplate and truly unwind, then a 5-day retreat will definitely give your guests the time to shift into an entirely different space. Any longer, and you'll want to make sure you offer a day out shopping or touring the local area that is a completely different experience for the "middle" day. It helps to give your group time to integrate before continuing with the remaining days of the retreat.

## 4 TRANSPORTATION

Providing your participants with transportation from the airport, train or bus station is an important add-on and always greatly appreciated. After all, your participants begin their retreat as soon as they leave their home and spending a day on the train or plane can be exhausting. Knowing that when you reach your destination there will be someone to take your bags and drive you to the retreat center is so welcomed and appreciated.

If you're planning on hiring a driver of a van or mini-bus to pick up your group, then make sure you let your participants know well in advance a time frame as to when they need to arrive at the airport or station. Also, whoever you hire, make sure they can accommodate your group size, how long will they wait for someone arriving late, and will they provide bottles of water for your guests during their ride. Also know the size of the hire's vehicle. Do they need any specific requirements in regards to turning around at the retreat venue? The last thing you want is to get the bus stuck at the retreat center. Yikes!

## 5 VENUE

The most important aspect of your retreat is choosing your venue. What do you need from a venue to support and enhance your retreat theme and group size? Ideally, the venue you choose should be in alignment with your retreat values and needs. Questions to ask are:

- How many guests can they accommodate?
- Do they handle the menu and provide all meals?
- Do they accommodate allergies and food sensitivities?
- Will you be the only group at the venue, or will there be other groups or guests there?
- Will you have access to common areas for classes or yoga?
- What are the grounds like and does it offer your group any extras or points of interest that will enhance their experience?
- Will the venue handle transportation for your guests or do you have to handle those details separately?
- Can they help you facilitate a day out in the local area?
- What does the venue require to reserve your spot? And how far in advance does the venue suggest you book?

**Please Note: Standard practice is to begin marketing your domestic retreat 6 months in advance and 9 months for an international retreat.**

# IN CONCLUSION

I hope this little e-book has inspired you, and given you the confidence to offer a great retreat for your people. Creating memories and life-changing experiences is so rewarding and so needed.

*Trista*



*Renewal*

*Healing*

*Joy*