

Sample Ladies Retreat and Event Schedules

Sample Schedule of a One Evening Event:

6:00 - 6:15 p.m.	Arrival and Registration
6:15 - 6:45 p.m.	Opening Session
6:45 - 7:15 p.m.	Workshops & Activities
7:15 - 7:30 p.m.	Break
7:30 - 9:00 p.m.	Main Session
9:00 - 9:30 p.m.	Refreshments

Sample Schedule of a Banquet:

6:00 - 6:20 p.m.	Arrival & Seating of Guests
6:20 - 6:30 p.m.	Opening Remarks
6:30 - 7:30 p.m.	Meal
7:30 - 7:40 p.m.	Announcements
7:40 - 9:30 p.m.	Special Music and Main Speaker

(You can add in ice-breakers/games and skits throughout the meal if desired)

Sample Schedule of an All Day Event:

10:00 - 10:30 a.m.	Arrival & Registration
10:30 - 11:00 a.m.	Opening Session
11:00 - 12:00 a.m./p.m.	Workshops & Activities
12:00 - 12:15 p.m.	Assemble for Lunch
12:15 - 1:15 p.m.	Lunch
1:15 - 2:30 p.m.	Main Session
2:30 - 3:30 p.m.	Workshops & Activities
3:30 - 3:55 p.m.	Coffee Break
3:55 - 5:00 p.m.	Closing Session

Sample Schedule of a Two Day Event:

(First Day)

6:00 - 6:30 p.m.	Arrival, Registration, & Seating of Guests
6:30 - 6:45 p.m.	Opening Remarks
6:45 - 7:45 p.m.	Dinner
7:45 - 9:00 p.m.	Main Evening Session

(Second Day)

9:00 - 9:30 a.m.	Opening Morning Session
9:30 - 10:30 a.m.	Workshops & Activities
10:30 - 10:45 a.m.	Break
10:45 - 12:00 a.m./p.m.	Main Mid Morning Session
12:00 - 12:15 p.m.	Assemble for Lunch
12:15 - 1:15 p.m.	Lunch
1:15 - 2:15 p.m.	Workshops & Activities
2:15 - 3:15 p.m.	Workshops & Activities
3:15 - 3:30 p.m.	Break
3:30 - 4:30 p.m.	Main Closing Session