

PLANNING A RETREAT OR EVENT AT THE PHOEBE NEEDLES CENTER

You have found the perfect spot for your upcoming retreat. Whether you are coming for a silent retreat or you have 20 youth looking for a great weekend away from home, the Phoebe Needles Center can meet your needs. Here are a few pointers to help you, the leader, plan a successful retreat.

I. Date — Choose a date & time with PNC reservation staff.

II. Housing — What type of housing is available?

A. Youth and/or children

1. 1 adult for every 5 children, and enough to cover the males and the female
2. Make sure housing meets all the rooming needs of the group.

B. Adults - Do you have enough rooms and beds?

III. Meals — What meals will you be having at PNC?

A. What will be your first meal?

B. How many people will eat each meal?

C. Dietary needs (vegetarian) of the group.

IV. Program — What is your theme?

A. What program will be offered to the participants?

B. Do you have enough extras to do in unexpected open time?

V. Meeting Space — Check on availability.

A. What room do you need for your group?

1. Webb Lodge Meeting Room - 30 people maximum
2. McCauley Hall - 120 people maximum
3. Phoebe Needles Hall - 30 people maximum
4. Picnic shelters

B. Dates and times you need it.

C. Room set-up?

VI. Equipment

A. Do you need any prayer books, hymnals, altar, etc. for you worship time?

B. Sound system, projector, easel, etc.

C. Indicate room and date items are needed.

VII. Recreation

A. Do you need our field area for games and free time?

B. Are you a group that would like to hike?

C. Playground equipment?

D. Volleyball or basketball court?

E. Horseshoes or cornhole?

F. Would you like to use the Low Ropes Course, High Ropes Course, or Climbing Tower? This needs to be set up six weeks before your arrival. There is an extra fee and a charge for the staff needed to facilitate the ropes courses and the climbing tower. Please visit our webpage that discusses the High and Low Ropes Course (under Team Building) for more information and release forms.

Please feel free to call or email us with any questions you might need answered. We are here to help make your retreat a success.