

Corporate Retreat Planning Checklist

Use this checklist to plan and execute a successful corporate retreat. Tick off each step as you go to stay organised and stress-free.

Category	Key Actions
Define Purpose	<ul style="list-style-type: none">- Confirm retreat objectives (strategy, team building, celebration)- Identify attendees and desired outcomes
Set Budget	<ul style="list-style-type: none">- Determine total spend and contingency (10–15%)- Include venue, travel, meals, activities, and A/V costs
Choose Location	<ul style="list-style-type: none">- Select destination and venue with required facilities- Ensure accessibility for all attendees
Build Agenda	<ul style="list-style-type: none">- Balance work sessions with downtime and networking- Allow unstructured time for organic conversations
Team-Building Activities	<ul style="list-style-type: none">- Select activities that reflect company culture- Arrange facilitators or suppliers as needed
Logistics	<ul style="list-style-type: none">- Book travel and transfers- Assign rooms and note dietary needs- Prepare welcome packs and name badges
Communication	<ul style="list-style-type: none">- Send save-the-date and regular updates- Share packing list, travel info, and agenda highlights
On-Site Management	<ul style="list-style-type: none">- Coordinate check-in and setup- Monitor schedule and handle issues promptly
Post-Retreat Follow-Up	<ul style="list-style-type: none">- Collect attendee feedback- Share key takeaways and action points with leadership