

SAMBICA

PUTTING IT TOGETHER

A RETREAT PLANNING GUIDE



This guide is designed to help you plan your retreat from beginning to end. Our goal is to provide you with the facilities and services you need to create a memorable and productive event.

Making sense of your retreat puzzle...

Step 1: Why a retreat?

Step 2: Where to start?

Step 3: Why SAMBICA?

Putting the SAMBICA pieces together...

Step 4: Reserve your SAMBICA retreat space.

Step 5: Determine your program & schedule.

Step 6: Arrange your retreat space.

Step 7: Plan your meals & snacks.

Step 8: Review the retreat planning timeline.

Step 1: Why a retreat?

Every organization needs time. Time: to reinvigorate and refresh, to accomplish objectives, to improve relationships, to increase trust, to create a collective vision.

What types of groups benefit from getting away together?

All types — Peer Mediator/Helper, New Member, Leadership, Teacher, Parent, Class, Graduation, Clubs, and Sports — if you are involved with a group of people, they can benefit from a retreat. Retreats provide a get away from the daily routine of school, work, and outside commitments so your members can fully participate in accomplishing your group goals.

Step 2: Where to start?

Establish the purpose of your retreat and formulate your goals and objectives. Is your purpose to:

- reflect
- unify
- learn
- train
- strategically plan
- take action
- change
- team build
- worship

Organize a planning team and assign specific tasks and responsibilities. Assign one person to act as the group's liaison with SAMBICA and other vendors.

SAMBICA can create a retreat experience to fit any need.

Estimate your budget. Consider offering scholarships to those who can't afford to attend.

Step 3: Why SAMBICA?

SAMBICA retreats reinvigorate and refresh!

Set on the shores of Lake Sammamish in Bellevue, WA, SAMBICA offers an idyllic location just minutes from Bellevue, Seattle, and convenient to points north and south.

Your group will enjoy God's natural beauty through the windows of our accommodations, strolling around our 11-acre grounds, or while participating in one of our many outdoor activities.



“The gathering is often held offsite so that the group can focus and not be distracted by the goings on in an office or by their day-to-day life.”

Successful Retreats That Get Results, by Mary Abbajay

SAMBICA retreats accomplish objectives, to create a collective vision.



SAMBICA offers overnight accommodations for various group sizes. We have a total of 182 beds available, and seven meeting spaces for groups of 10 to 200.

“To get the most bang for your buck on a business retreat, you really need to make it an overnight event ... Overnight retreats let people relax and not rush the experience.”

The Power of Business Retreats, Mike Michalowicz

SAMBICA retreats improve relationships, increase trust.

The SAMBICA dining experience will provide your members with time to bond as they enjoy an outstanding meal together in our dining hall. The dining hall accommodates all sizes of groups up to 200 at a time.

“Aim to have all your meals together as a group. This will be a great time for bonding and personal insights to occur.”

The Power of Business Retreats, Mike Michalowicz



Step 4: Reserve your SAMBICA retreat space.

Based on your goals, estimated number of attendees, proposed activities, and budget, choose the SAMBICA facilities that work for your group.

We can suggest which facilities will offer your group the best experience.

Jepson Forum - The Forum is a newly remodeled northwest style lodge that includes two meeting rooms. The lower meeting room is a carpeted amphitheater which seats up to 175. The adjoining, upper meeting room comfortably holds 40 people and includes a wood-burning fireplace and comfortable seating. Below the meeting area are five rooms which sleep up to 58 people each in bunk beds.



Joshua Lodge - This recently updated, all-inclusive lodge is a favorite among our guests. Joshua Lodge includes five rooms

with bunk beds for up to 50 and men's and women's bathrooms. Just down the hall, the 980 sq ft meeting room comfortably holds 70 people and features a gas fireplace, piano, and coffee and tea service. This facility is wheelchair accessible.



Country Kitchen - A cozy meeting space that will seat 40 comfortably, the Country Kitchen is nestled among hundred foot fir trees and our Country Cabins. It has gas heat, a long counter space, sink, mini refrigerator, and coffee and tea station.

Country Cabins - The Country Cabins consist of five Individual cabin units which each sleep 10 people in bunk style, and each have a private bathroom. These cabins can be reserved individually or as a group for up to 50. The Country Cabins surround the Country Kitchen to provide a convenient meeting space option.



Speaker's Cabin - Pamper your group's speaker or leader with a private cabin which includes a king sized bed and linens.

Beach House - This cozy meeting space features beautiful panoramic views of the lake. With room for up to 30 it is perfect for times of thought, meditation and discussion. The Beach House is also quite versatile and can serve as a private dining room for your group. This is a peaceful place to host an intimate

special event such as a tea party, or desert social.

Gillette Center - Newly remodeled and rededicated the Gillette Center comfortably accommodates up to 24 overnight guests and is perfect for small groups. All inclusive, including showers, restrooms, and a spacious meeting area make this a wonderful space for your next small event. The building is currently not wheelchair accessible.



Dining Hall - Newly remodeled with seating for up to 200 people the Dining Hall includes a wood burning fireplace and cozy seating area for those cold fall and winter mornings.

Breakout Boardroom - This boardroom style meeting space is perfect for small group meetings or can be used in addition to a larger meeting area as a break-out room.



Tabernacle (The Tab) - Built in 1922 as a result of 2 days of prayer and a committed team of volunteers over an 8 day period, this building is full of memories. Great for group activities like floor hockey, joust, and dodge ball in the large room. The Game room includes billiards, ping pong, air hockey, foosball, and a rock climbing wall. There two breakout rooms which can be used for crafts, board games, or small group discussions and projects.

We would love to give you a tour of SAMBICA - call today!



Step 5: Determine your program & schedule.

Determine the specifics of your retreat schedule. Share your activity plans and schedule with our Retreat and Events department.

Let us help you brainstorm activity ideas that create a fantastic retreat.

Here are some of the services SAMBICA offers:

- Team Building Activities - From games and low initiatives to personality styles training, SAMBICA offers a variety of tools to help your team work together more efficiently.
- Ropes Courses (Low and High) - With the help of a SAMBICA facilitator, your group can use SAMBICA's challenge course elements.



- Swimming (seasonal)
- Campfires and s'mores
- Beach Volleyball
- Basketball
- Movie & Popcorn
- Rock Climbing Wall
- Archery
- Miniature Golf
- Arts & Crafts
- Milk & Cookies

Reserve these activities in advance to ensure availability.

Step 6: Arrange your retreat space.

Consider your facilities set up and what equipment you will need.

SAMBICA can provide a variety of furniture and equipment for your group.



Meeting room set up – We will customize the room set-up for your group. Choose a seating arrangement to meet your groups' needs, such as theater, conference, u-shape, classroom, etc.

Equipment – Meeting rooms can be equipped with: TV/VCR/DVD system, sound system, LCD projector, overhead projector, whiteboard, and flipchart are available upon pre-arrival request (some items come at an additional charge).

Amenities - All meeting spaces include coffee maker, refrigerator, and microwave.

Sleeping cabins – SAMBICA's sleeping accommodations are bunk bed style. Guests are responsible for providing their own bedding. Bedding and towels are available at a cost of \$25.00 per bed.

All items need to be arranged with the Retreats and Events Manager prior to your group's arrival to ensure availability.

Step 7: Plan your meals & snacks.

Buffet-style meals are served in our Dining Hall. Generally, each group on the grounds enjoys their meals together at the same time.

- Breakfast | 8:30am
- Lunch | 12:30pm
- Dinner | 6:00pm

SAMBICA can arrange special touches for your guests.

Coffee and tea service is included with each meeting space booked. A refrigerator and microwave are also included in each space.

Suggested special touches that can be added to your event include:

- Delicious snacks or bedtime treats
- Private meals
- Table linens
- Customized meal times



Step 8: Review the retreat planning timeline.

- Forty-five (45) + Days Prior**
 - o Initial and sign Guest Group Contract and Supplement
 - o Return non-refundable deposit with Contract and Supplement
- Twenty-one (21) Days Prior**
 - o Provide Agenda, Facility Set-Up, Activities, Updated Attendance numbers, and Food Allergies, Dietary Needs
 - o Provide Guest Group Details via email, fax, or mail.
- Fourteen (14) Days Prior**
 - o Provide updated: Agenda, Facility Set-Up, Activities, Updated Attendance numbers, and Food Allergies, Dietary Needs
 - o Double check your contract to ensure accuracy
- Seven (7) Business Days Prior**
 - o Provide final guaranteed attendance/meal count
 - o Provide final Agenda
 - o Provide final Food Allergies/Dietary needs
 - o Provide final Facility Set-Up needs
- Day of Arrival**
 - o Give Final Payment to Retreat & Events Manager or Host
 - o Turn-in Waiver & Release Forms
 - o Provide copy of Agenda

It's never too early to plan for your next retreat or event!

Planning early ensures you the date of your choice, please contact our Retreat & Events Manager at:

SAMBICA

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If you know of other organizations or groups that may be planning a retreat, feel free to let them know about SAMBICA.