



Planning a Retreat with DKT

CHOOSE A LOCATION

Where do you want to go...the beach, the countryside, a sacred area? Tell me what you want, needs, and no can do list entails and I will walk you through location and venue options.

PICK YOUR DATES

With a location in mind, let me know what date(s) work for you and I will check availability.

CONFIRM DETAILS

Once your dates and location are set, I will provide you with a contract that outlines all of the terms and details for your retreat. We will discuss options such as meals, activities, spa treatments, sample itineraries, and more.

LET EVERYONE KNOW

After your retreat is confirmed, I can assist with designing marketing materials, such as a digital itinerary with photos, videos, and destination facts (if you have a program prepared). You will be given the link to the itinerary to use on your website and however else you choose to market your retreat. The number one source of marketing is word-of-mouth, so start talking to your students now! It is a good idea to start marketing domestic retreats six months in advance, and international retreats one year prior. This allows those who are interested to arrange time off and begin planning their financials.

PREPARE FOR YOUR TRIP

I will be in touch with you and your registrants to provide necessary and helpful information to prepare for the journey. I will send out a series of emails offering travel planning assistance, if you consent, as well as travel insurance information and other helpful tips on the retreat destination to ensure a smooth trip. Send me your final retreat program so I can make any necessary changes to the digital itinerary.

THE RETREAT

I will organize all group ground transportation from the airport to your Retreat Center. You will be safely transported to the venue where their friendly staff will be sure that you are acquainted with the facility and settled in. During your stay, I, along with the retreat center staff, will provide you with 24/7 support, to ensure a smooth and fun experience. If anything comes up, just text or call us and we will work with you to resolve any issues. Our ultimate goal is for you and your group to have the experience of a lifetime.

WELCOME HOME

Once you return from your trip it's time for you and your participants to revel in and share your experiences. Destination Known Travel will provide an evaluation to see what your group enjoyed and what could have made their journey even more special. Ask your participants to write testimonials and share photos of the trip. I am happy to post on my social media and encourage you to let your community know about the trip. It's never too early to start promoting your next adventure!

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