



Starlight Quilters Guild Policies and Procedures

Retreats Coordinator

Description of Role –

Plan and host annual Guild Retreats.

Annual Responsibilities –

Establish the Retreat Plan for the upcoming year. Typically there is one Fall Retreat over a weekend (Fri-Sun), but members may also enjoy a Spring Retreat. The Retreat Plan includes the total number of Retreats per year, the location and duration of each retreat, if the retreat will include overnight stays, and if/how meals will be provided.

Evaluate Retreat venues to confirm if they would be appropriate to fulfill the Retreat Plan. Venues should be able to provide adequate workspace, comfortable sleeping accommodations (if you are planning an overnight retreat), and a kitchen area (or provide meals. Aim to accommodate at least 20 members for an overnight retreat, and at least 40 members for a day retreat. To accommodate as many of our members as possible, it is best to have a venue that is all on one level (no stairs) with easy access to move sewing machines/supplies into the workspace.

Book the venue and work with the Treasurer to pay any deposits. It is advisable to book venues at least 10-12 months before the planned event.

Finalize your meal plan/menu and estimate your food cost. You may choose to prepare meals yourself, have them catered from an outside vendor, do a potluck, or – if available, have the venue provide.

The overall retreat cost for each quilter will be determined by splitting the total venue and food costs by the estimated number of participants. Historically, approximately 20 quilters will sign up for overnight retreats, and 40 will sign up for the day retreats. If you are planning a retreat at a venue with limited space, then that capacity will dictate your estimated number of quilters. The aim is to break even; the retreat is neither a fund raiser for the guild or supported by guild funds.

Generate an online sign up for the retreat, using Google Forms, Sign Up Genius, etc. Include details on dates, location, accommodations and cost. Be sure to ask about any dietary restrictions and roommate preferences (if it's an overnight retreat)



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Approximately one month prior to your planned Retreat, confirm final headcount (if required by venue) and communicate that to your venue contact. Finalize the workroom set up with the venue.

Finalize your meal plan and send an email to all participants outlining the retreat details. Include directions to the venue, what meals will be provided, and a list of items they should bring to the retreat. The list usually consists of sewing machine, with power cord/pedal, projects, task light, power cords, and various notions. Depending on the venue, you may need to arrange for additional irons, ironing boards, bed risers and cutting mats. The guild has a supply of power cords, irons, and one set of bed risers (to raise a table to a comfortable cutting height).

After the retreat concludes – ensure the venue and any food vendors are paid. This is also a good time to secure the venue for the following year.

Responsibilities at Guild Meetings –

Provide a brief announcement about any planned retreats during the business meeting. Help members sign up online.

Collect any payments.

Answer retreat related questions.

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Quilting Activities Manager prior to the January Board meeting.

Provide an update of activities to the Quilting Activities Manager one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Provide information to the Website Coordinator or Secretary to be posted to the website.

Write a newsletter article each month, outlining the type of retreat(s) you have planned, dates, venue, and any other details. Include the link to the Retreat Sign up page.

After the event, report number attended, include 1-3 pictures.