**RETREAT GENERAL INFORMATION FOR ORGANISORS**

You are expected to take the Retreat Kit from your centre that includes the examination of conscience questions and copies of the timetable.

Arrive with time to meet and greet the women participating on the retreat and take note of attendance.

**To prepare:**

* Room Allocations
* Job List (this can be left outside the chapel for people to volunteer themselves)
* Roster to pray (this can be left outside the chapel for people to volunteer themselves)

**Reminders:** *points to remind them of at the beginning of the Retreat*

* It is a silent retreat – explain what that means and the benefits. On a practical note, we would ask you to avoid talking to other participants, switch mobiles off or turn to silent.
* Remind them of the importance of growing in piety, that everything is centred around Our Lord, visits to the oratory, etc; to take advantage of having the Blessed Sacrament in the house; spend as much time as possible with Our Lord.
* Retreat is an opportunity to make a good confession and or get some spiritual direction. The priest will be available for confessions or for a chat during the retreat.
* During the retreat, one of the organisers will have a chat with you to see how you are going, if you have any questions or if you need anything.
* Dining room – for the sake of the dining room staff the Director will sit at the table closest to the kitchen in case they need anything.
* If you need to leave early, we would be grateful if you let one of the Directors know.

**Book to read:**

Please use a book to read at the table or audio recordings that we have produced e.g.: Dream and your Dreams will fall short.

**At the end of the Retreat – please return to the Advisory:**

* ATTENDANCE - specify if partial or full attendance. You can use the meal sheet for this purpose.
* EXPERIENCES - Please pass on any experiences or suggestions to the Advisory. This may include feedback on talks given, general environment, and any other useful information to improve in for next time.