How to Host a Dream BIG Retreat Weekend In Your Home, with Tara Sage Steeves

Who to Invite?

Think about/make a list of all of the circles of women you have in your life: family members, old friends, new friends, work friends, your knitting group, your book club, your spiritual community, PTA...

Send an invitation to all of them. Be sure to ask them to think of a friend or two that they might want to invite.

Make it first come-first serve to encourage registration. Tara requires an 8 pp minimum, 16pp maximum. Consider having an intergenerational group as the retreat lends its self to a lot of cross-generational learning.

Setting a Date.

Given how busy everyone's lives are, a 6-8 week lead-time is generally ideal. If you have a core group of friends that you know are interested, pick the date that works best for them, and trust that the other people who are supposed to be with you will be available at that time too.

Location.

Hosting the retreat at your home is a comfortable and low-cost way to hold the event. A comfortable sitting area for everyone to congregate is all that's needed to accommodate this program.

If you are living with other family members or friends, you'll need to access your space so that it's easy to create some privacy from them and so that there are no interruptions during the day. If possible, send them off for a special weekend of their own; it will make it an especially fun experience for everyone.

Spreading the Word.

Getting the word out, and following up with people is a very important part of the planning. Keep a master list of all the people that you have sent an initial invitation out to, even if it's just the first email that you send out if you are doing this electronically. Then you can take names off the list as you hear back from folks who can't attend. You'll likely have to send an email out a few times (once a week) before you start getting registrations. Your excitement will be contagious, so share it!

Invite your guests to visit Tara's website: www.CreateYourLifeInc.com People will need to register on Tara's site, but you'll want to know who's registered as well. Stay in touch with Tara and she'll stay in touch with you. Tara will send you updates on the registrations she receives.

You might opt to use Evite.com or another service, or simply send out an email with attachments from Tara about the program. Once you get a few people registered, engage them in the process of spreading the word so that everyone is taking ownership of making this happen!

Food.

Another great way to keep the costs down is to have everyone contribute food for the weekend. Make it a potluck weekend and celebrate the abundance! When you are getting close to the registration number that you were working towards, send out a food sign up sheet to everyone attending. It will help keep the food organized and encourage people to volunteer to bring what they want. Depending on what your group decides, you might opt to celebrate with dinner out on Saturday night.

Lodging.

For out of town guests, send them a few local, inexpensive – mid range hotel websites so they can choose a place that fits their budget. If you have lots of room, have people bring their sleeping bags, air mattresses, etc. and invite them to spend the night at your house. Hosting Tara in a guest room is another cost savings for everyone!

Schedule & Fees.

Friday: *6:00 p.m. – 8:30 p.m.* (potluck supper, mingle)
Saturday: *9:30 a.m – 4:30 p.m.*
Sunday: *9:30 a.m – 3:30 p.m.*

$235.00 pp. If you need to work out a payment plan please speak with Tara. Payment should be completed prior to the retreat. Depending on how far Tara needs to travel, travel expenses may be an additional charge.

Stay Connected.

Tara has great follow up ideas and options to keep everyone connected and moving forward toward their dreams. She'll share several easy ways to keep everyone thinking and dreaming!

Questions?

Have questions about hosting? Ask someone who has done it! Michelle Surdoval hosted Tara Sage Steeves and the Dream BIG Retreat at her home in Scarborough, Maine. Michelle can be reached at michellesurdoval@yahoo.com or call (207) 839-8485 (home/evenings).
Tara can be reached at tara@createyourlifeinc.com or call (401) 569-7017.