

Retreat Venue Selection Checklist

	Amenities	Need	Want	Notes
	Number of guest accommodations			
	Are there both single and double rooms with two separate beds?			
	Are the guest rooms special?			
	Indoor event room and size			
	Outdoor meeting spaces			
	Food and beverage service			
	Ability to self cater			
	Board room set up			
	WiFi/technology features			
	Number of tables and chairs			
	Art Studio			
	Is work space climate controlled			
	Spa			
	Pool/hot tub/fitness center			
	Easy parking and loading zones			
	Cancellation Policy/contract terms			
	Shuttle service			
	Check in/check out times			
	Outdoor amenities			
	Area attractions			
	Concierge services			
	Exclusive use/private retreat venue			
	Venue that helps promote you			
	Extra Amenities and special offerings			
	Does it inspire your theme or brand?			
	Can you create unique experiences in this location?			