



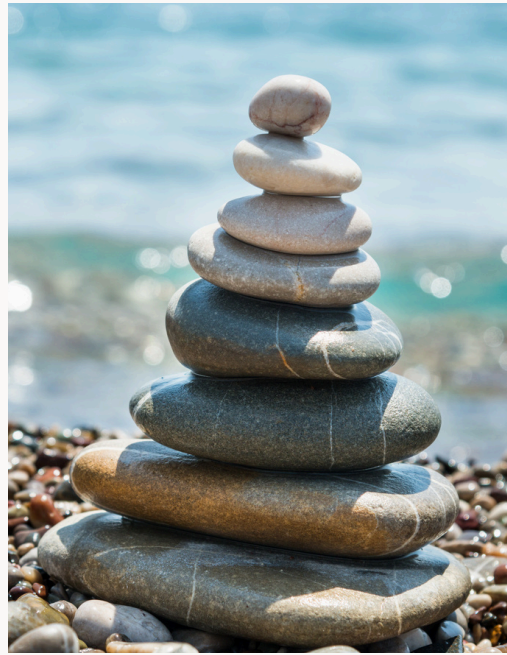
RETREAT PLANNING

RETREAT PLANNING & COORDINATION PACKAGE



Creating meaningful retreats that feel intentional, supported,
and seamless

I provide comprehensive planning and coordination for immersive, multi-day retreats designed to support holistic health, wellbeing, and genuine connection.



Working closely with you, I help bring clarity to your retreat's purpose, vision, and ideal audience, ensuring every element is thoughtfully aligned. From selecting the perfect location and securing accommodation, to designing a balanced and nourishing itinerary, I take care of the logistics so you can focus on holding space for your guests.

My approach is calm, considered, and collaborative — creating a safe, supportive environment that encourages connection, self-discovery, and ease for both host and participants.





WHAT'S INCLUDED

Strategic Planning & Foundations

- Initial 2-hour planning session covering:
 - Retreat vision, purpose, and target audience
 - Logistics, negotiables & non-negotiable
 - Key vendors and suppliers
 - Launch plan, timelines, pricing, and budget
 - Key deliverables and FAQs
- Retreat structure and itinerary development
- Risk considerations and contingency planning

Ongoing Support

- Up to 2 hours of email support per week
- WhatsApp messaging for timely communication
- Client onboarding systems and sales tracking support

Vendor & Supplier Management

- Vendor sourcing, bookings, and contract reviews
- Pre-event meetings and liaison with suppliers
- Accommodation and venue coordination

Operational Planning

- Detailed run sheets and key timings
- Guest experience flow and logistics planning
- Retreat documentation support (schedules, welcome information, etc.)

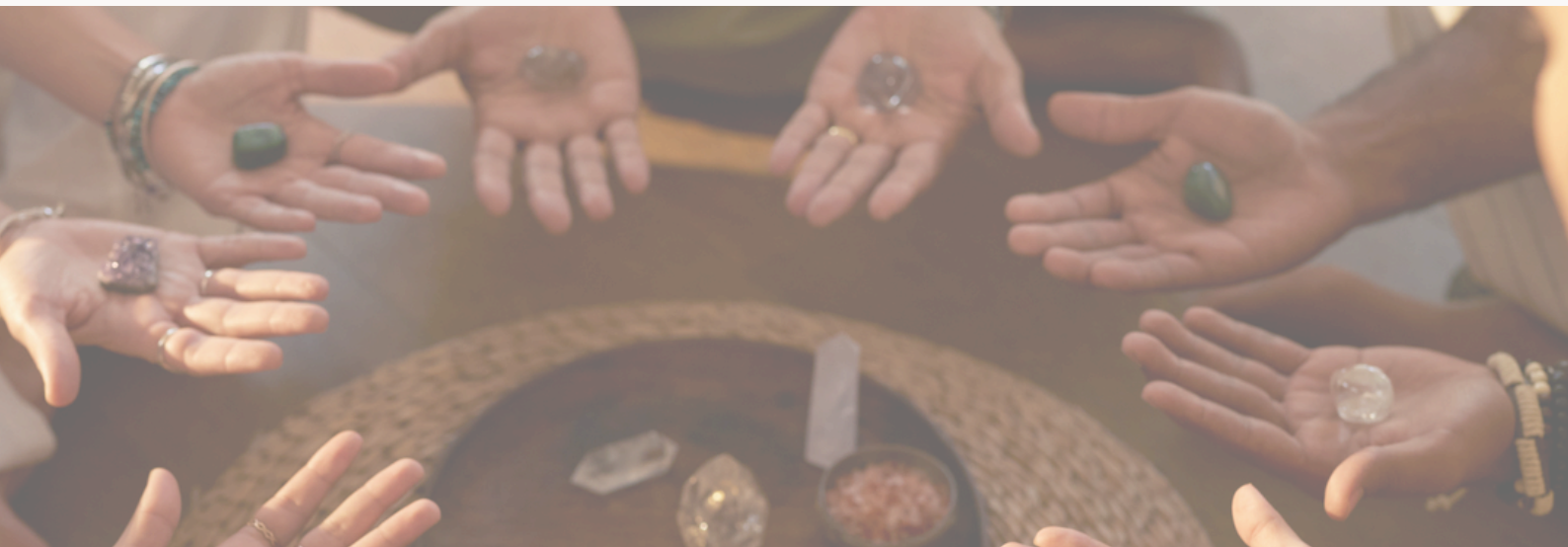
On-Site Retreat Support

- Event day facilitation
- Set-up and pack-down coordination
- On-the-ground problem solving and schedule management

PERFECT FOR



Wellness facilitators, coaches, yoga teachers,
and retreat hosts who want their retreat to feel
professional, intentional, and beautifully
organised, without the overwhelm of
managing it all themselves.



RETREAT

Let's create a retreat that feels grounded, aligned,
and effortless – for you and your guests.

GET IN TOUCH



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