

Team Retreat Logistics Information

Dear Team,

We are excited to confirm the details for our upcoming team retreat! Below are the logistics you will need to know:

Date and Time

Date: April 15-17, 2023

Check-in: 3:00 PM on April 15

Check-out: 11:00 AM on April 17

Location

Sunset Hills Conference Center

123 Retreat Rd, Lakeview, CA 12345

Accommodations

Rooms will be shared, and you will be assigned a roommate. Please let us know if you have any preferences or concerns.

Transportation

Please arrange your own transportation to the venue. If you need a ride or wish to carpool, please indicate this in the team chat.

Agenda

A detailed agenda will be shared closer to the date, but expect a mix of team-building activities, workshops, and relaxation time.

What to Bring

- Comfortable clothing for activities
- Outdoor gear (if planning to explore)

- Personal items and toiletries

If you have any questions, feel free to reach out. We look forward to an amazing retreat!

Best,

The Retreat Planning Committee