Sample Detailed Schedule

Day 1

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| Time | Activity | Who’s Involved | Location |
| 8:00 | Set up crew arrival  Arrival of speaker and band | Jane, Bob (and crew), Sue (and volunteers), John (and volunteers) | Main Building |
| 8:00 | Youth arrive at church and load onto Buses   * Register arrival of youth * Have leaders and students assigned to each bus * Have youth load their luggage onto the busses and find their seats | Sandra, Steve, leaders… | Baptist Church parking lot |
| 8:10 | Meeting   * Prayer * Review schedule for whole event * Assign tasks | Jane, Bob, Sue, John | Main Building |
| 8:30 | Set up session hall   * Lighting * Stage * Seating * Sound equipment   Set up sleeping facilities   * Post lists on each cabin door   Prep arrival  Unload vehicles | Bob, speaker, band  Sue  Jane  John | Worship hall  Cabins  Parking lot  Main Building |
| 8:45 | Buses leave church for retreat centre   * Have map with directions for all bus drivers | Sandra, Steve, leaders… | Baptist Church parking lot |
| 9:30 | Begin session run through | Dave, band, Bob (and crew) | Worship hall |
| 10:00 | Youth Arrive on buses   * Unload youth and luggage * Assign everyone to their cabin and get settled in * Give instructions on where to meet next | Jane, Sandra, Steve, leaders… | Parking lot |
| 10:30 | Session 1 | All | Worship hall |
| 11:30 | Wide games   * Game 1: capture the flag * Game 2: | John, Volunteers | Field |
| 12:00 | lunch |  |  |
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