

STAFF WEEKEND DETAILS EMAIL TEMPLATE



QUICK REFERENCE

- **SENDER:** Staff Coordinator
- **RECIPIENTS:** All Staff
- **TIMING:** One week out
- **PURPOSE:** Communicate last minute details to staff re: arrival for the weekend
- **ATTACHMENTS:** None

Directions: Copy the text below into an email and bcc to all staff. Send out the friday before the weekend. Be sure to add site specific information where noted.

Hello!

I can hardly believe that we are less than two weeks away! Within this email are a lot of details, so please read to the bottom.

PRE-WEEKEND DETAILS

- Leadership meeting begins at 8am.
- All Staff Meeting begins promptly at 9:00 AM. Please make sure to arrive by 8:30 so you are adequately prepared.
- First time staffers, please bring your Beloved pendant to this meeting to exchange it for a staff pendant. Anyone who needs to purchase a new pendant, please bring \$4 to this meeting.

WHAT TO BRING

- Comfortable clothing and layers to suit the weather
- Comfortable closed-toe shoes to wear on Saturday
- Toiletries, towel, and washcloth
- Bedding for a twin sized bed. [Site Specific]
- Shower shoes
- Refillable water bottle
- Staff Manual, documents related to your jobs, and pen
- Flashlight
- Beloved pendant

EMERGENCY NUMBER

The emergency number to give to your loved ones is xxx-xxx-xxxx [CONFIRM WITH WEEKEND LEADER]. This is the number to xxxxxxxxxx, who will have her phone on her at all times and will make sure that any emergency calls get to you if necessary. We don't take staff phones but do ask that you keep them turned off (not just on vibrate) and out of sight at all times. Please plan to leave them in your room unless for an emergency.

CARPOOLS

If you haven't been able to find someone to carpool with and would like to, please let me know, and I can assist with getting you numbers and emails of women to reach out to.

LOCATION

Camp name

Address

Here is a link for directions to the retreat center: (website for camp)

DIETARY NEEDS / MENU

We offer gluten free and vegetarian options at each meal, but we are unable to ensure an environment free from cross contamination. If you have specific dietary needs that aren't met in our choices, please feel free to bring your own food in labeled containers. There is ample refrigerator space for you to do so.

WEATHER

Please check the weather for the xxxxx area.

We are praying for you and for your safe arrival on Thursday or Friday! If you are going to be late, please call or text me at xxx-xxx-xxxx to let me know. Please let me know if you have any questions.

DEPARTURE INFORMATION

The weekend is scheduled to end for the Attendees around 3pm. There is much to be done after they leave, and each person/team will have clean-up assignments. At that point, we are all tired and ready to get out of there, and it is important that we work as a team to get things done. If you have a flight to catch and must leave early, please let me know and I will alert the Weekend Leader. We may ask that you take care of something that can be done before the weekend ends. Thanks for being willing to stick it out until the end.

Blessings!

xxxxxxxxxx

WATC REGION Month Year

Staff Coordinator

xxx-xxx-xxxx