

RESET PLANNING COMMITTEE

This will be our fourth Reset Retreat! The reflective opportunities provided during the retreat depends on the capacity of the volunteers involved in planning, so already, thank you for your interest!

Reset Retreat 2025 is **March 2 @ 3PM - March 3 @ 10pm.**

Typically, a planning committee member's responsibilities include:

- Attending 1 planning meeting Fall 2024, and 3-4 meetings in January/February (timing based on committee's availability)
- Theme and room idea cultivation
- Responsible for planning of 1-3 rooms, including:
 - Writing activity description and reflection questions for booklet
 - Writing instructions for volunteers for rooms needs during retreat (i.e. resetting the room)
 - Finding activity resources: creating, borrowing or purchasing (depending on activity)
 - Planning out room design, including set-up and clean-up plans
- Reading through/editing the Reset Booklet Draft
- Help find Westheights community members to fill volunteer needs
- Help with set-up/clean-up during the event
- Volunteer Shift during Retreat (if available)

Some other tasks that help the retreat run smoothly that planning committee members have done in the past:

- Graphic/Sign creation (signs, activity instructions in the rooms, reset maps, etc.)
- Booklet formatting (formatting the final draft for printing and for @home)
- Printing off signs/booklets
- Stapling booklets together

Because we were created differently with different skills and capacities, some members will thrive in one area more than others, and that's okay! We support each other by making sure that we learn what we need to, and help cover responsibilities where someone doesn't have capacity. If you're interested in anything above, [sign up here to be a part of the planning committee](#). If you have questions, email Sarah at reset@westheights.org.