

# Event Planning

TRAVEL + LOGISTICS

AGENDA + WORKSHOP

**MODERATION**

ACCOUNTABILITY

**90** *Minutes to breathe*

With an action packed day, people will need space to relax, reset, tend to urgent business and family.

Scheduling 30 minute breaks creates the sacred space, and commands focus for the duration of the event.

Company Name, Retreat Name  Hotel Diablo - Austin, Texas

# SAM KOERBEL

Moderator



January 1, 2024

## Leadership Meeting Overview

**8:30 AM** Room: Rolling Thunder  
**BREAKFAST**  
Hot meal provided

**9:00 AM** Room: Rolling Thunder  
**WELCOME**  
Review The Agenda, Introduce Participants, Keynote From The CEO

**9:45 AM** Room: Rolling Thunder  
**YOUR AUTHENTIC STORY**  
A Chance To Learn More About Your Team, Each Person Gets 3 Minutes!

**11:30 AM** Room: Rolling Thunder  
**COMPANY IMPROVEMENT**  
A Review Of The Teams Input On What Is Most Important To Focus On

**12:00 PM** Room: Rolling Thunder  
**BREAK**  
Relax...Recharge.

**12:30 PM** Room: Rolling Thunder  
**LUNCH**  
Hot meal provided

**1:30 PM** Room: Lightning and Ice  
**PLAN A VACATION**  
Group Work - Planning A Vacation, With No Budget, No Limits

**3:00 PM** Room: Rolling Thunder  
**BREAK**  
Call You Family...Urgent Business

**3:30 PM** Room: Rolling Thunder  
**TOOLS OF THE TRADE**  
Learning From Others - See What Your Peers Are Up To, Get Better Together

**4:30 PM** Room: Outside  
**CONCLUSION**  
Recapping The Day, Evening Plans, Closing Thoughts From The CEO

## EVENING PLANS

Dinner Location:

Shuttle Departs:

Attire: