\*NUMBER ESTIMATE = 80 GIRLS\*

Friday, October 12, 2012

12:30pm

* Arrive at St. Thomas
* Go to office
* Make sure closet with tables/chairs is unlocked in the PAC
* Make sure closet with sound controls/microphone is unlocked in the PAC
* Ask for specific instructions and how to use and return things
* Ask for Wi-Fi password (internet for registration, Spotify, emergencies, etc)
* DECORATE
	+ Balloons
	+ Banner
	+ Picket fence & Flowers (Talk Garden)
	+ Signs
	+ Center pieces
	+ KΘB Letters and covering
	+ Photo booth
* COOK
	+ We cooked breakfast for dinner at St. Mary’s
* SHOP
	+ On site decorators
	+ Others shopped for food on day of at Sam’s Club
	+ SHOP St. Mary’s Pantry for plates/silverware/PB&J/etc

5:00pm

* Check-in!
* Need
	+ Check in table
	+ Pens
	+ Retreat list/SIGN IN
	+ AORs
	+ Laptop(s) for registration
	+ Phone box
	+ SG List

6:00pm

* Daily Mass in Chapel
* Be preparing dinner (set up)
* Need
	+ Fr. Kurtis gift & TY card, invite to dinner

7:00pm

* Small Groups make placemats
* Need
	+ Placemat construction paper
	+ Markers

7:20pm

* Breakfast for dinner
* Need
	+ **Plates (80 – from St. Mary’s Pantry)**
	+ **Cups**
	+ **Knives**
	+ **Forks**
	+ Bacon
	+ Napkins
	+ Shredded cheese
	+ Pancakes/waffles
	+ Eggs
	+ Ketchup
	+ Fruit trays
	+ Salsa
	+ Butter
	+ Syrup
	+ Orange juice

7:45pm

* Explain Theme (ALYCE)
* Explain Rules

8:00pm

* Clean and prep for 1st talk
* Hand out booklets in the Talk Garden
* Prep SG leaders for the reflection time after talk (Get to Know You Games, if needed)

8:10pm

* “Here Comes the Son,” by Kathryn Whitaker
* Need
	+ KΘB Shirt, TY card, flowers
	+ Introduction for Kathryn
	+ Pens

8:40pm

* Go out with SGs for reflection
* 10 min – personal reflection time
* 20-30 min – SG Leader facilitates discussion and her own icebreakers (if time)
* Preparing for PRAISE AND WORSHIP in Youth Room
	+ Candles, Christmas Lights

9:20pm

* Break
* Girls get ready for P&W
* Bring booklet (contains DMC)

9:30pm

* Girls leave for P&W
* P&W, Divine Mercy Chaplet, with Kristine and Nan
* Need
	+ Tshirts, TY cards, and flowers for K&N

10:00pm

* Late Night Snack/Body of Christ Game (Katie)
* Get in PJs afterward
* Need
	+ Cookies
	+ Icing
	+ Spoons
* Explain SG Night Prayer for night, Adoration Sign Outs, and Lights Out
	+ Adoration sign out list

10:30pm

* SG Reflections and Night Prayer
* Need
	+ Adoration Sign Out

11:30pm

* LIGHTS OUT – NO EXCEPTIONS
* Girls NEED sleep, whether they believe you or not ;)

Saturday, October 13, 2012

7:45am

* Rise & Shine
* Pack
* Prepare breakfast
* Need
	+ SMILE :)
	+ Calm, but peppy wake-up music

8:15am

* Breakfast
* Need
	+ Plates
	+ Bowls
	+ Spoons
	+ Forks
	+ Knives
	+ Napkins
	+ Cereal
	+ Milk
	+ Fruit trays
	+ Yogurt
	+ Muffins
	+ Orange juice
* Debrief SG leaders about next activity
* Clean up afterward

9:00am

* SG Timeline Activity
* Give directions
* Need
	+ Construction paper
	+ Markers

9:40am

* Prep for 2nd talk

9:50am

* “Morning Star, So Strong and Bright,” by Katie Smith
* Need
	+ TY card

10:20am

* SG Reflection on Mary

10:40am

* Break

10:50am

* Craft! (Sunflower Picture Frame)
* Explain thoroughly with examples for tables - perhaps examples made step by step
* Need
	+ Example craft
	+ Scissors
	+ Glue
	+ Popsicle sticks
	+ Felt and paper for flower
	+ Paper for backing
* Prep for Lunch

12:00pm

* Lunch
* Need
	+ Plates
	+ cups
	+ Napkins
	+ Bread
	+ Turkey/ham/roast beef
	+ Condiments
	+ Cheese
	+ Pb&J
	+ Veggie trays

12:40pm

* Clean and prep for 3rd talk

12:50pm

* “You Are My Sunshine,” by Sarah Hayes
* Need
	+ TY Card

1:20pm

* Personal Reflection (10 min)
* SG Discussion and Closing Activity and Present (40 min)
* Need
	+ Booklets
	+ Posterboard for SG Covenant
	+ Markers

2:30pm

* Evals & Clean up!

3:00pm

* Closing Prayer!
* Send home

Afterward…

* Extra cleaning
* HOME!