Company Retreat **Agenda** Template

Close

Instructions:

For most remote companies, it makes sense to organize a 3 to 5 day event for the team. Your agenda will obviously vary depending on your goals and team size, but here is a retreat agenda template based on our last team retreat. Make a copy of this template and adjust it to fit your team's needs and goals.

To make a copy of this template, select <mark>File > Make a Copy</mark>.

✈️ Day 1: Arrivals & Welcomes

- Team members arrive throughout the day, depending on their transportation options
- 4:30pm: OPTIONAL Welcome Reception
- 6:30pm: OPTIONAL Pizza Party

📊 Day 2: Work & Presentations

- 7:00am: Breakfast opens
- 8:30am: Meeting Room is opened
- 9:00am: Retreat welcome session & presentations from Sr. Leadership team
- 11:15am: Normal work window
- 12:00pm: Lunch
- 1:00pm: Normal work window
- 2:30pm: Department sessions
- 6:00pm: Team dinner
- 8:00pm: Casual games & hangout time

🎉 Day 3: Activities

- 7:00am: Breakfast opens
- 8:00am: Team check-in and announcements
- 9:00am: Activities
- 12:00pm: Lunch
- 1:00pm: Activities
- 6:30pm: Small group dinners

💼 Day 4: Work & Play

- 7:00am: Breakfast
- 9:00am: Team check-ins and announcements
- 9:45am: Relationship building game
- 11:00am: Break
- 11:15am: MORE relationship building
- 12:00pm: Lunch
- 1:00pm: Normal work window
- 2:00pm: Departmental sessions/collaboration
- 6:00pm: Free night / optional small group dinners

😎 Day 5: Work & Activities

- 7:00am: Breakfast
- 8:00am: Team check-in and announcements
- 9:00am: Activities
- 12:00pm: Lunch
- 1:00pm: Departmental sessions/collaboration
- 4:00pm: CEO AMA
- 6:30pm: All-team social hour and dinner

👋 Day 6: Departures

- 7:00am: Breakfast
- Team checkouts and departures throughout the day