

## Texas Retreat Sample

### Thursday To-Do List

- **12pm-3pm - Prep Dinner/Snacks/Extras -**
  - Prep for dinner with chef
- **2-3pm - Yoga Deck & 1860 house Prep**
  - Yoga deck: set up for number of guests + one Instructor mat at the front with each set up: 1 mat, 2 blocks, 1 bolster, 1 strap, 1 blanket
  - 1860 house: put number of cushions out for the number of guests in a circle with the intentional meditation path journals
- **3:15pm - Set out Snacks/Water/Wine**
  - Setup ice and water
  - Set out snacks/appetizers and make pretty :)
  - Setup Wine
- **6:45pm - Before and/or after yoga**
  - Finish Dinner Prep
  - Dessert post dinner
- **8:30pm (or post dinner) - Clean up dinner & prep for morning**
  - Refill water for coffee and tea for the morning
  - Start Dishwasher

#### **\*\* Throughout the day every day:**

- Refresh water, coffee and tea setup as needed
- Clean dishes as needed
- Wipe down bathrooms in dining hall as needed
- Fill toilet paper as needed
- Take out trash as needed (behind dining hall; if those are full let Shannon know)
- Sweep as needed

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### Friday To-Do List

- **7:30am - Morning & Breakfast Setup**
  - Set out Coffee Creamers
  - Refill & Refresh Water
  - Empty Dishwasher
  - **Breakfast Setup:**
    - Set out breakfast items
- **3:30-4pm - Set out Snacks/Wine**
- **6:30 - Finish Dinner Prep**
  - Dessert post dinner
- **8:30pm - Clean up dinner & prep for morning**
  - Refill water for coffee and tea for the morning
  - Start Dishwasher

### **\*\* Throughout the day everyday:**

- Refresh water, coffee and tea setup as needed
- Clean dishes as needed
- Wipe down bathrooms in dining hall as needed
- Fill toilet paper as needed
- Take out trash as needed (behind dining hall; if those are full let Shannon know)
- Sweep as needed

### Saturday To-Do List

- **7:30am - Morning & Breakfast Setup**
  - Set out Coffee Creamers
  - Refill & Refresh Water
  - Empty Dishwasher
  - **Breakfast Setup:**

## Texas Retreat Sample

- Set out breakfast items
- **3:30-4pm - Set out Snacks/Wine**
- **6:30 - Finish Dinner Prep**
  - Dessert post dinner
- **8:30pm - Clean up dinner & prep for brunch and morning**
  - Refill water for coffee and tea for the morning
  - Start Dishwasher

### **\*\* Throughout the day everyday:**

- Refresh water, coffee and tea setup as needed
- Clean dishes as needed
- Wipe down bathrooms in dining hall as needed
- Fill toilet paper as needed
- Take out trash as needed (behind dining hall; if those are full let Shannon know)
- Sweep as needed

### **Sunday To-Do List**

- **7:30-8am - Morning Coffee/Tea Setup**
  - Set out Coffee Creamers
  - Refill & Refresh Water
  - Empty Dishwasher
  - Put items in oven for brunch
- **10am - Post yoga:**
  - Set out brunch items
  - Champagne & Orange juice for champagne toasts
- **Post brunch: clean up**

## **Texas Retreat Sample**

### **Final Clean Up:**

- Clean dishes and start dishwasher, wipe down counters
- Empty trash
- Sweep
- Clean and put away all yoga supplies & organize 1860 cushions/etc back
- Zip tents & turn off AC units in all accommodations, bathrooms & 1860 house