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UCC Venues:

Edwards House Meetings & Retreats, Framingham, MA
Denominational Affiliation: Edwards House is a ministry of the Massachusetts Conference of the United Church of Christ

Season: Year-round
Address: 1 Badger Road, Framingham, MA 01702
Phone: (508) 875-5233
Fax: (508) 875-5485
E-mail: montgomeryd@macucc.org (Diane Montgomery, Site Manager)
Website: http://edwardshouseframingham.org/

Edwards House features one large dining and meeting room with a capacity of 100, depending on configuration, and four smaller meeting rooms accommodating 10 to 30 people.

Seven spacious bedrooms provide sleeping space for up to 23 people. The retreat area includes six full baths. Linens and towels are provided. Overnight guests have use of a large living room and a small lounge, as well as a refrigerator and microwave oven. Guests enjoy delicious and wholesome meals prepared in our own kitchen. The typical meal schedule is breakfast at 8 AM, lunch at noon and dinner at 6:30 PM unless arranged otherwise prior to your arrival.

Wireless internet access, LCD projector, DVD player, television, and easels are available at no charge. Moderate use of photocopy and fax machines are also available on a complimentary basis.
Hallelujah Farm in Chesterfield NH
Denominational Affiliation: Facility is run by UCC Pastors, Roger and Sandy Daly

Season: Year-Round
Address: PO Box 189, 48 Bradley Road, Chesterfield, NH 03443
Phone: (603) 256-8682

E-mail: hallelujahfarm@yahoo.com
Website: http://www.hallelujahfarm.com/
Facebook: https://www.facebook.com/hallelujahfarmretreat/

Hallelujah Farm is a beautifully restored and renovated center-chimney 1776 colonial farmhouse with 5 bedrooms and 4 baths. Enjoy sunroom, porch, patios, gardens and beautiful views of fields, woods, ponds, and Mt. Pisgah. Walk the dirt roads, soak in the hot tub, listen to the birds, or sit by the fire.

Overnight and day (including 2-3 meals) - $75.00 per person. If the fees would prohibit your group from enjoying a retreat at Hallelujah Farm, please contact Roger and Sandy to discuss. They are called to provide a ministry of retreat and hospitality and will work with church groups to foster that mission.

Horton Center, NH
Denominational Affiliation: Facility is run by the Board of Outdoor Ministries, New Hampshire and Maine Conferences, UCC

General Information: Rev. Leslie Anne Chatfield
Acting Director of Outdoor Ministries
140 Sheep Davis Road, Pembroke, NH 03275
Phone: 603-715-9524
E-mail: LChatfield@nhucc.org

Season: Off season rentals available in the spring and fall
Contact: Karen Steelhammer for off season rentals
Website: http://www.hortoncenter.org/

Horton Center is located outside of Gorham, NH, on 100 acres covering the top of 2,400 foot tall Pine Mountain. We offer programs that may include hiking, canoeing, rock climbing, intermixed with reminders of God’s presence and activity in our lives. We find the presence of God in the beauty and inspiration of the natural world, in community, in scripture, prayer, and within one another.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
Irons Homestead Camp and Retreat, RI
Denominational Affiliation: Facility is run by the Rhode Island Conference, UCC

Season: Year-Round
Address: 688 Snake Hill Road, Glocester, RI 02857
Phone: (401) 710-9478 (Office)
        (401) 567-9363 (Lodge)

Website: www.ironshomestead.org
Email: ironshomestead@ricucc.org

Irons Homestead Camp and Retreat, a sacred space that enables lives to change through encounters with God, nature and others, is 70 acres located in the northwest corner of Rhode Island where you can see the stars at night. We welcome religious and educational groups to enjoy our facilities. We have several walking trails, a woodland labyrinth, outdoor chapel, large pavilion, outdoor fire circles, a huge field and a waterfront for swimming, boating and fishing.

Our four seasons lodge sleeps 32 people in 10 bedrooms and offers a fully equipped kitchen, private showers, large meeting room, fireplace, and screened in porch. We also have other meeting spaces in the Barn and Quaker building.

Silver Lake Summer Camp and Conference Center, CT
Denominational Affiliation: Silver Lake Conference Center is the home of the Outdoor Ministries of the Connecticut Conference of the United Church of Christ.

Season: Year-round; September – May for Retreats
Address: 223 Low Road, Sharon, CT 06069
Phone: (860) 364-5526

E-mail: slcc@ctucc.org
Website: http://www.silverlakect.org/

Silver Lake has 5 year-round buildings, available for Retreat groups. We can serve groups as small as 10, and as large as 174. Each building has restrooms with showers and a meeting space.

Learn more about the retreat facilities: http://www.silverlakect.org/facilities

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.
**Other Venues:**

**Alton Bay Christian Center, NH**

Denominational Affiliation: Affiliated with the Advent Christian Church, The Alton Bay Campmeeting Association exists to promote the cause of Christ through the proclamation, study, and application of God's Word.

Season: September through June  
Mailing: 5 Broadway Blvd, PO Box 321, Aton Bay, NH 03810  
Site Address: 37 Mount Major Hwy, Alton Bay, NH

Phone: (603) 875-6161  
Fax: (603) 875-0664  
E-mail: info@altonbay.org  
Website: [http://www.altonbay.org](http://www.altonbay.org)  

Evangelical Christian retreat groups of all ages come to this special place. We provide a place for you to bring your own program to seek a closer relationship with Jesus Christ. We provide the meals, lodging and meeting space.

Meeting areas range from the intimacy of approximately 10 people to large gatherings of 200 or more.

**Barbara C. Harris Camp and Conference Center, NH**

Denominational Affiliation: The Barbara C. Harris Camp & Conference Center is a ministry of the Episcopal Diocese of Massachusetts, located in Greenfield, New Hampshire. The Camp & Conference Center is named in honor of Barbara C. Harris, the much beloved suffragan bishop of Massachusetts who was consecrated in 1989 and retired in 2003.

Season: Fall, winter, and spring for retreats; Summer Camp program  
Address: 108 Wally Stone Lane, Greenfield NH 03047  
Phone: (603) 547-3400  
Fax: (603) 547-3038  
E-mail: info@bchcenter.org  
Website: [http://www.bchcenter.org](http://www.bchcenter.org)

The Barbara C. Harris Conference Center is a beautifully designed new facility that offers professional accommodations for religious, educational, and other non-profit groups ranging from a few up to 200.

Located on 326 wooded acres on the shores of Otter Lake in Greenfield, New Hampshire, the Center offers a choice of lodging facilities ranging from attractive guest rooms with private baths to modern winterized or seasonal cabins. The Conference Center includes a variety of spacious meeting and break-out spaces and state-of-the-art audio visual equipment to meet any group or conference need. Healthy and delicious home-cooked meals are served in the dining hall.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
Berakah
Denominational Affiliation: The Sister of Holy Cross, United States Region have transitioned the sabbatical program at Berakah, Pittsfield, NH, into a retreat/spirituality center. Our dream, hope and purpose is to provide an atmosphere conducive to prayer and reflection, a place where people can come and find peace and tranquility. The environment provides an opportunity to commune with God, nature and self.

Season: Fall, winter, and spring for retreats; Summer Camp program
Address: 96 Fairview Road, Pittsfield, NH 03263
Phone: (603) 435-7271
Fax: (603) 435-6670
E-mail: Berakah@aol.com
Website: http://www.berakah.org

Each of us is a unique Place of Blessing, precious to God and called by God to fullness of life. Our purpose at Berakah is to provide the space, atmosphere, and opportunity to open ourselves to living life more fully. Offering a location for a day, a weekend or a week, the facility offers 29 spacious, well-furnished bedrooms with individual sinks, enclosed porches on each floor, a chapel, a prayer room, ample meetings, a classroom and a dining room.

Berea, NH
Denominational Affiliation: Berea is a non-profit organization that places a priority on creating camps and events that change lives. Their ministry includes everything from running fully programmed conferences at different sites around New England; to hosting camps and retreats at our conference center in New Hampshire; to offering the conference center as a rental site for your own church event.

Season: Year-round
Address: 68 Berea Rd, Hebron, NH 03241
Phone: (603) 744-6344
Fax: (603) 744-6346
E-mail: office@berea.org
Website: http://www.berea.org

If you are looking for a location that offers a great facility and excellent customer service, Berea is the perfect site for your next retreat! Work together with a member of our full-time program staff to work out all the details for your event. We help with everything from consulting on your schedule, to arranging just the right housing, meals/snacks, and meeting spaces, to offering a number of instructor run activities to round out your retreat. It’s the perfect combination of our facility and your schedule.

The site provides accommodations for up to 300 people, a full size gymnasium, multiple sports fields, a large meeting room and several smaller group meeting rooms.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
**Craigville Retreat Center on Cape Cod**
Denominational Affiliation: United Camps, Conferences and Retreats, a non-profit organization with 40 years of experience running retreat centers, took over the operation of the Craigville Retreat Center on Cape Cod on Jan. 1, 2016. Previously, the Massachusetts Conference had managed Craigville, owned by the Christian Camp Meeting Association, since 1960.

**Season:** Year-round  
**Address:** 39 Prospect Ave, Craigville, MA 02632

**Phone:** (508) 775-1265  
**Fax:** (508) 778-1160  
**E-mail:** reservations@uccr.org  
**Website:** [http://www.uccr.org/camp/craigville-retreat-center](http://www.uccr.org/camp/craigville-retreat-center)

The Craigville Retreat Center has a capacity of 100-200 guests, depending on the season. The site has several small cottages housing between 8-15 guests, as well as larger buildings housing as many as 50. Each building has its own meeting area. Bedrooms vary from single or double to multiple occupancy; many have private baths.

Continued on next page.

Group rates include a hearty breakfast, lunch, and complete dinner daily. All meals are served buffet style and all guests share the hospitality of the spacious dining room.

Retreat Center guests have year-round access to a beautiful, private section of the popular Craigville Beach, and use of nearby tennis courts, lawns, a playground and volleyball nets.

From mid-spring until mid-fall the historic Craigville Tabernacle, seating 250, can be used for large meetings or group worship.

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**Geneva Point Center, NH**
Denominational Affiliation: An ecumenical conference center, GPC serves church-related groups, civic and community organizations, colleges, universities, other school groups, and other non-profit groups

**Season:** Year-round  
**Address:** 108 Geneva Point Road, Moultonborough, NH 03254

**Phone:** (603) 253-4366  
**Fax:** (603) 253-4367  
**E-mail:** winni@genevapoint.org

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
Website: http://www.genevapoint.org

Geneva Point is a conference and camp center featuring 184 acres, nearly one mile of Lake Winnipesaukee shoreline with three beaches, Canoes and kayaks, Hiking trails, Scenic vistas, tennis courts, and ball fields. Geneva point provides affordable lodging options from tent sites to lakeside lodges and a convenient food service. Summer and fall overnight capacity is 400. They can also accommodate a winter capacity of 30. Meeting venues are open year round for up to 370.

Marie Joseph Spiritual Center, Biddeford Pool, ME
Denominational Affiliation: Marie Joseph Spiritual Center is a 501(c)(3) nonprofit organization owned and operated by the Congregation of the Sisters of the Presentation
Season: Year-round
Address: 10 Evans Road, Biddeford, ME 04005-9561
Phone: (207) 284-5671
Fax: (207) 286-1371
E-mail: mariejosephcenter@yahoo.com
Website: www.mariejosephspiritual.org

As of May 2017, Cost: Per day, including room & meals ~ $85 / Private and $90.00 / Directed

Continued on next page

Guided Retreats are led by a facilitator with a specific theme. Private Retreats allow time for self-directed reflection and prayer. Directed Retreats include daily sessions with a spiritual director in order to share one's prayer experiences.

Reservation Information for private retreats or group programs may be obtained by contacting the center using the information noted above.

Monadnock Bible Conference Center, Jaffrey, NH
Denominational Affiliation: Established as a Christian camp and conference center in 1965. Operate as a non-profit, religious, and charitable camp open to all.
Season: Year-round
Physical Address: 257 Dublin Rd, Jaffrey, NH 03452
Mailing Address: P.O. Box 70, Jaffrey, NH 03452
Phone: (603) 532-8321
Fax: (603) 532-4277
E-mail: mbc@monadnockbible.org
Website: http://monadnockbible.org

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.
In addition to offering programs for teens, adults & families, MBC is proud to partner with churches and ministries by being a place that you can use to host your own retreat.

Our grounds offer a spectacular view of Mount Monadnock, a heated indoor swimming pool, 40 bedrooms (260 capacity), mountain climbing, Christian bookstore, dining rooms, home style meals, seasonal outdoor sports, and meeting rooms.

Upgrade Options are available if you want to include additional activities in your stay: low and high ropes courses, inflatable games, climbing tower, and laser tag.

Pilgrim Pines Conference Center in Swanzey, NH
Denominational Affiliation: Pilgrim Pines is a ministry of the East Coast Conference of the Evangelical Covenant Church. Their mission is to invite all people from their routines into opportunities to grow, experience renewal, and enjoy re-creation and relationships, so that they will experience God through Jesus Christ.

Season: Year-round
Address: 220 West Shore Road, Swanzey, NH 03446
Phone: (603) 352-0443
E-mail: info@pilgrimpines.org
Website: https://www.pilgrimpines.org/

The Pilgrim Pines site features:
- 15 to 200 people per group capacity
- Over 125 wooded, lakefront acres.
- Condo units, lodge rooms and cabins and a camping area providing a range of hookups
- Fireside meeting rooms, Breakout rooms and banquet space for 120
- Audio/visual equipment on-site and Wi-Fi in certain areas
- Basketball, Volleyball, Bocce, Tennis, Field areas, Golf
- Outdoor cooking and picnic areas
- Handicap accessible facilities

Rolling Ridge Retreat and Conference Center, Andover, MA
Denominational Affiliation: Rolling Ridge is open to groups and individuals from all faith traditions, and is a ministry of the United Methodist Church under the leadership of Executive Director, Lawrence Jay.

Season: Year-round
Address: 660 Great Pond Rd., North Andover, MA 01845
Phone: (978) 682-8815
Fax: (978) 681-1162
E-mail: thestaff@rollingridge.org

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
Nestled on a peninsula surrounded by Lake Cochichewick in North Andover, Massachusetts, the 40 room Georgian estate on 38 acres of woods, rolling hills and lakefront is the perfect setting for retreats and conferences, day meetings, or personal retreats. Twenty two bedrooms accommodate 40 adults and special youth accommodations sleep 75. Chef prepared delicious meals in the lakeview dining room are sure to please groups and individuals. Two labyrinths, nature trails, a summer pool and the Ridge Wellness Center provide opportunity for relaxation, recreation and refreshment.

Sarto Center, Hooksett, NH
Denominational Affiliation: The Sarto Center offers its facilities on a non denominational basis for Christian groups needing an independent facility for meetings, retreats, worship, study and formation, etc. It is operated strictly as a nonprofit entity by local volunteers.

Mailing address: PO Box 810, Epping, NH 03042-0810
Physical Address: 17 Londonderry Turnpike, Hooksett, NH

Located on two acres of land, the facility includes meeting rooms, overnight accommodations for up to 46 persons (12 sleeping rooms), a dedicated chapel, a full commercial kitchen, dining area and ample parking facilities.

Overnight guests provide their own linens, towels and food items for dining. It is expected that guests will leave the facility in reasonable condition when finished though a cleaning contractor is employed for after overnight stays.

Most staple items; soap, napkins, condiments, cleaning supplies, etc. are provided. The Center does not maintain an onsite office or manager. At the current time a suggested donation of $24 per person per night is posted on their rate page.

Sargent Center, Hancock, NH
Denominational Affiliation: Nature's Classroom
While Nature's Classroom's chief focus is to provide an unforgettable learning experience for children, we are also proud to offer facilities for the use of groups looking for a peaceful, natural setting for meetings, conferences, and events.

Mailing address: Sargent Center for Outdoor Education, 36 Sargent Camp Road, Hancock, NH 03449
Phone: (603) 525-3311
Fax: (603) 525-4151
Website: https://www.sargentconferencecenter.org/

WHAT WE OFFER

- **Dining**: Enjoy delicious meals prepared in our Northern Lodge.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
- **Lodging**: Overnight guests will find a cozy bed in one of our many cabins, dormitories or yurts.
- **Meeting Space**: Classrooms offer a relaxed atmosphere with optional presentation amenities and are ideal for a pleasant and productive gathering.
- **Teambuilding**: Jump start, reinvigorate, or reinvent your group with a teambuilding program facilitated by Sargent Center.
- **Recreation**: 700 acres and 20 miles of hiking trails.

**Singing Hills Christian Camp in Plainfield, NH**

Denominational Affiliation: Non-denominational, non-profit, Christian organization. We are purposefully non-denominational, believing that the "Body of Christ", the Church, contains an incredible spectrum of believers who, though they may vary on some doctrinal issues, stand firmly together on key issues of the faith. Those who professes Jesus Christ, the only means of salvation through His death on the cross and subsequent resurrection, will find a place at Singing Hills.

Season: Year-round
Mailing Address: 71 King Drive, Plainfield, NH 03781
GPS Address: 351 Stage Rd, Plainfield, NH 03781
Phone: 1-888-863-2267 (CAMP)
Fax: (603) 469-3246
E-mail: retreats@singinghills.net
Website: www.singinghills.net

Conference facilities, traditional outdoor camping, and 135 secluded acres to enjoy, Singing Hills is located in the woodlands of Western New Hampshire. Just a few of our features:

- Serving up to 200 camp, conference and retreat guests
- Hilltop Campground for 99 guests with bath house and closed multipurpose pavilion
- Mountain View Lodge with dining hall; Lounge areas with large stone fireplaces
- Air conditioned Maple Ridge chapel seating up to 250 or King Memorial chapel seating up to 120
- Various meeting areas with audio visual equipment
- Ball fields, courts, a pool and a pond

**Star Island, Coastal NH (Portsmouth area)**

Denominational Affiliation: Owned and Operated by a nonprofit corporation
Season: mid-June to mid-September
Phone: (603) 430-6272
Fax: (603) 430-6270
Island Phone: (603) 601-0832
E-mail: office@starisland.org
Website: http://www.starisland.org

Star Island is operated as a seasonal religious and educational conference facility. The island has 34 buildings including numerous historic hotel and guest housing buildings as well as utility buildings and

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
meeting spaces. The Corporation also operates a transportation system for both guests and staff that comprises Corporation-owned and staffed boats as well as contracted ferry and boat resources. The facility is available for personal retreats (i.e., retreats that do not include Star Island run programming). Questions about Personal Retreats? Send an email to personalretreats@starisland.org.

**Walnut Hill Conference, Events, and Retreat Center, NH**

Denominational Affiliation: Creative Classrooms Inc. is a private, nonprofit learning center that operates Walnut Hill.

Season: Year-round
Address: 81 Chester Rd., Raymond, NH 03077
Phone: (603) 895-2437
Fax: (603) 895-1326
E-mail: mailto: creativenh@ttlc.net

Website: [http://creativeclassrooms.org/](http://creativeclassrooms.org/)
Facebook: [https://www.facebook.com/Walnut-Hill-Conference-Retreat-Center-Function-Rooms-355972894426943/](https://www.facebook.com/Walnut-Hill-Conference-Retreat-Center-Function-Rooms-355972894426943/)

Walnut Hill is a small, rustic conference center with space available for rent to groups of up to 100 depending on rooms and set up). Facility includes two large meeting rooms (one that can serve as a dining room), one small second-floor television lounge, kitchen and overnight bunk rooms for twenty-four; plus additional private sleeping quarters that can accommodate from 3-6 people.

**Wanakee United Methodist Center**

Denominational Affiliation: United Methodist Christian retreat center.

Season: Year-round, including a Summer Camp Program
Executive Director: James B. Tresner
Address: 75 Upper New Hampton Road
Meredith, NH 03253
Phone: (603) 279-7950
Fax: (603) 279-4499

E-mail: mail@wanakee.org
Website: [http://www.wanakee.org](http://www.wanakee.org)

The Wanakee site is rustic, offering both adventure and relaxing possibilities. Wanakee's facility is available year-round to church, civic and nonprofit groups. Wanakee's 227 acres, located on 270-acre Lake Pemigewasset, has beautiful wooded mountain trails and main camp open spaces. This is a favorite "Beautiful Spiritual Place in the Hills."

Retreat availability for a maximum of 120 guests in the spring and fall, and a maximum of 21 guests in the winter. The facility offers a food service, providing family style food (all-you-can-eat). Minimum number of people required. Advance arrangements must be made.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.*
Winter Recreational activities available at the site include: sledding, snowshoeing or back-country skiing, ice fishing, and a short distance away downhill skiing. During the other seasons take advantage of the site High Ropes Course and 32' Climbing Wall, hiking, outdoor Chapel and inspiration point, swimming, canoeing and rowing.

Weston Priory, Weston, VT
Denominational Affiliation: The Benedictine Foundation of the State of Vermont.

Season: Year-round
Address: 58 Priory Hill Road, Weston, VT 05161-6400
Phone: (802) 824-5409
Fax: 802) 824-3573
Website: http://www.westonpriory.org/

We welcome to our guesthouses persons who wish to share in the common prayer, the reflective atmosphere, the values, and the beauty of the surroundings of our monastery.

We have guest facilities for adult men and women who wish to come individually to the priory.

We also have guesthouses that provide accommodations for groups of adults, such as groups of married and single persons, members of religious communities, and clergy.

For families with children, we will be happy to provide information regarding lodging in nearby motels, guesthouses and campgrounds.

*Resources listed in this section have been successfully utilized and recommended by local church(es) in the New Hampshire Conference United Church of Christ.
Supplemental Resources: Retreat Planning

Retreats: Places, Formats, Ideas
Presented at the NHAUCE meeting on January 9, 2013, Rev. Carolyn Keilig

Retreat Planning-
First Questions-
1. Who are you planning the Retreat for? (a committee, a youth group, the whole church, Church School Teachers, the church school)
2. What is the purpose of the Retreat? (learning event, faith formation, time away, goal-setting, deepening fellowship, Bible study) Is it a “required event” or an option?
3. What is the time-frame? (part of a day, all day, a weekend, a week)
4. Who is helping to plan and lead?
5. Where will you retreat? (Is the space appropriate in terms of age, gender issues, and access? To cook or not to cook?) Is there a space for worship/spiritual practice?
   a. Even a few miles away can feel like there is a distance from “everyday life.”

Theme-
1. Ideas can be brainstormed individually or in a group. If it is broad enough, there is plenty of room for digression. Biblical verses can provide inspiration; metaphors and catch-phrases come in handy, too!
2. Themes should be targeted to the retreat participants. Start with a broader thought- “God’s love” and then get more specific “The Lost Sheep” or “Resurrection Power.”
3. Come up with an outline- a sentence that tells participants what to expect: Evangelism Committee retreat- Knowing God as our Good Shepherd, we will learn how to reach out to the “lost sheep” in our community, to bring them into the fold.
Widows/Widower Group- A time away for healing, quiet conversations, and renewal so that you may experience new life.
4. Find a quote that goes with the theme.
   A group of Christian Educators – Vibrant Colors of Faith- “Your vibrant beauty has gotten inside us— you’ve been so good to us! We’re walking on air!” Psalm 89:17. A mid-week getaway for envisioning and renewal featuring John Roberto as keynoter on beautiful Cape Cod.

Planning the Time Together
1. Begin by blocking out what needs to be included. Plan on work/learning sessions to run 1 – 1 ½ hours. Include breaks, meals, free-time, and devotions.
2. Beginning time should include getting to know you activities; endings should include a carefully thought out closing.
3. Will you want all learning/work done as a group? Would individual/time apart from one another be helpful? Will there be small group work? Will you mix up the small groups or keep them the same?
4. Will the setting stay the same? Will you move from room to room, building to building? If you stay in the same space, can it be rearranged?

Final Thoughts
1. Who does what? Be specific
2. Designate who sets up and cleans up.

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