



Northern Edge Algonquin Presents:

The Ultimate Corporate Retreat & Team-Building Guide



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*Extraordinary Experiences
Foster Extraordinary Teams*

Introduction

This booklet was designed by Northern Edge Algonquin to help you plan the ultimate corporate retreat. We've pulled on years of experience in offering EPIC experiences at the Edge including executive retreats, tailored team building packages, strategic planning retreats, and unplugged conferences at our Ontario-based retreat centre. To us, EPIC means:

EMPOWERING: We get our guests engaged in hands-on behind the scenes experiences that aren't available anywhere else, inspiring feelings of success, pride and accomplishment in learning and applying new skills.

PEAK: We design and host experiences that lift us above the everyday—they spark positive emotions like joy, delight, and engagement, and give us a peek behind the scenes at the business and cultural contributions of individuals and their enterprises.

INSIGHT: Experiences that rewire understanding of both ourselves and the world around us; think epiphanies, realizations or 'aha' moments. Visitors go home changed. Experience the deep rejuvenation that is integral to your learning journey.

CONNECTION: Meaningful, memorable learning experiences include moments that connect visitors to places and experiences, but mostly to other people (attendees, experience hosts, facilitators, experience providers and our community here at our Algonquin Park home).

Learn more about Corporate Retreats at the Edge towards the end of this booklet.

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Establishing A Vision for Your Retreat

A courageous culture, the kind needed to grow innovative organizations, is developed and established through experience, education and reflection - in short, a transformational team retreat.

A well planned and executed corporate retreat is a great way to get team members excited and engaged by tapping into their aspirations to contribute to something important. In order to establish a vision for your retreat, we recommend determining what your 'why' is as a starting point.

When you begin to research venues, develop your retreat program/theme, and communicate with retreat facilitators, this will help you to clearly articulate your vision and purpose for gathering.

Top Benefits of Corporate Retreats

- ✓ Create connection & community
- ✓ Ignite team insight
- ✓ Celebrate success
- ✓ Restore mental health & well-being
- ✓ Explore new horizons; overcome challenges, set new goals
- ✓ Establish a culture of resilience

Consider your ultimate goal for bringing your team together on a retreat.

Some examples:

- Ignite team insight to develop a strategic plan & define or renew mission/vision statements
- Restore employee mental health & wellbeing, increase morale, and establish a culture of resilience.
- Create connection & community within a remote or newly expanded team.

What are the primary goals for your retreat?



Consider Going Unplugged

A major benefit of planning a retreat is the opportunity to bring your team together to focus on what really matters to you and your organization, and we believe the best way to fully experience that benefit is to unplug from the digital world – no laptops, no smart phones - just you and your team. ***We've done enough video conferencing. It's time for face-to-face interaction.***

Research shows that the 'always on' digital culture can affect an individual's ability to focus, think creatively and make decisions. This is also believed to be a root cause of the ever increasing presence of stress and mental health issues in the workplace.

The benefits of unplugging at your retreat are tenfold;

- Transformational leadership creates opportunities for meaningful connection between team members. And I see this kind of connection as essential to a group sharing a commitment to top performance.
- Let everyone take a moment to refocus, slow down and think more clearly
- Enhance the sleep quality of participants
- Reduce anxiety and stress
- Eliminate the distraction & interruptions of cell phones, emails, and smart watches (The average smart phone user touches their phone 2,617 times a day. - Forbes)
- Maintain / grow relationships. Build trust and cohesion, team resilience, lower turnover. Making it normal to have Face to Face conversations is essential in creating group safety and harmony.

We've seen that the retreat participants who are initially most resistant to unplugging are the ones who most appreciate the peace & serenity it brings.

What does unplugging leave room for?

- Reconnecting in nature
- Learning new skills
- Listening intently
- Distraction free conversations
- Increased creativity and focus
- Increase focus and spatial awareness
- Organizational growth & face-to-face community building
- Increase productivity, creativity and innovation, and higher quality outcomes.

'The Edge' is an oasis in this hyper-connected, hyper-speed business world . . . Different enough to feel exotic, but close enough to feel right at home.

Our solar-powered facilities at Northern Edge were designed to provide meeting and team experiences beyond the distractions of every day email, voicemail and text messages; *a safe place to slow down and focus on inspiring the team of people who make your organization successful.* Surrounded by forests and lakes, your private meeting or training for up to 30 participants will be free from cell phone signals, wi-fi, and the interruptions of an office atmosphere.



Who Should Attend?

Once you have defined your main goal for the retreat, identifying who should attend will be clearer.

If the main purpose is to redefine the direction of your company, inviting your executive leadership may be the best approach. If boosting morale, increasing camaraderie or establishing a stellar work culture is your goal, you'll want to invite the entire team.

- ➔ **Who will attend this retreat?**
- ➔ **Is attendance mandatory?**
- ➔ **Are sub-contractors & seasonal employees invited?**

Knowing who will attend can help you to further streamline your vision. It's also helpful to have a rough idea of attendee numbers when you begin asking for quotes from retreat venues, caterers, and facilitators. Some spaces may offer per-person rates with a minimum number, or buyout pricing. The Edge offers a buyout rate which covers groups of up to 12, and has per-person pricing for larger groups.

Making use of team expertise

There can be great value in engaging the leadership ability of your team by inviting some team members to take on a more active hand in planning or executing your event. Committee responsibilities could include:

- Transportation & carpooling arrangements
- Pre-retreat communications and managing special requests
- Selecting a location & planning accommodations/roommates
- Coordinating team building activities and social experiences
- Planning meetings & training components of the retreat.

There are also many benefits to handing off your vision to an experienced planner & facilitator, and letting them take care of the whole process.

The Edge is happy to work with you in planning your event your way, and offers all-inclusive packages. Buyout our venue to host your own meetings in a private retreat space with our team standing by to offer accent experiences & local flavour, or experience one of our all-inclusive packages featuring retreat planning & facilitation. Meals, accommodations, and privacy for your group are always included.



Building Attendee Excitement & Safety

It's important to keep communications open with your team leading up to your experience. Be sure to leave room for surprise and wonder, but share any information that will help ease any fears or worry your team members might be holding on to.

As the puzzle pieces start to fall into place and the retreat approaches, regular communication will help your team get excited. Some ideas:

- Save the date invitations, or a cupcake office party to announce the retreat
- Posters with exciting photos & information.
- Enews or slack channel teasers (photos of venue, meals, inviting team insight/Facebook)
- A "retreat launch party" in-person or on zoom to begin building camaraderie, share final details, and address questions and special requests
- The Edge provides a keynote presentation you can use to pitch a retreat to your retreat committee or higher-ups.

Important information to share before the retreat:

- ✓ Safety considerations which will ensure participant safety and security.
- ✓ The rooming situation and level of comfort available in accommodations
- ✓ The caterer or venue's ability to meet special dietary needs
- ✓ If you're going unplugged - frame it positively and ease concerns
- ✓ Who is invited to attend, and whether it is a paid/unpaid/mandatory/optional experience.
- ✓ Important facility rules and expectations (ie: at our solar-powered centre, it's important that guests leave hair dryers at home as they can damage our battery system)

"The corona virus has broken down the single greatest barrier to innovation, our unconscious attachment to comfortable and habitual patterns of thought and behaviour. It is time to strip away preconceptions and traditional ideas of how business operates, time for organizations to return to their core purpose to become something new, resilient, innovative and responsive to the evolving needs of their customers. A corporate retreat is a great way to understand what is truly singular and essential about your core essence, to define or communicate the values which need to be explored, explained and transmitted throughout your organization in new ways."

Todd Lucier, NEA Co-Founder



Inviting Team Insight

You've identified the overall vision, and invited the right people . . . Now, welcome your team's insight and allow it to expand your vision. Make sure you're going to meet everyone's needs (dietary, health, accommodation, etc).

Welcoming collaboration and being receptive to needs, concerns, or creative ideas for the retreat ahead of time will help alleviate anxiety some team members might be holding on to, and will let everyone know that their input is valued and important. As well, incorporating this input will provide opportunity to enhance the retreat for everybody.

People drive transformational business endeavours, but they need to be cared for in order to instill an innate desire to grow and improve. They need to be encouraged to be social and benefit from opportunities to engage with and learn from one another within and beyond their teams.

At the Edge, our process for developing a customized team program begins with an early survey to attendees, confidentially gathering information that will help us to design a program to meet the specific needs of that team. We also send out a later survey to collect everyone's dietary & wellness needs, emergency contact information, and other important information.

Good questions to ask your team during the planning process:

- Is there any passion or ability you would like to contribute to the retreat? (maybe a team member with a passion for photography could document the experience, or a baker could contribute treats)
- Do you have any other wellness or dietary needs you would like to identify?
- Do you have any personal needs or concerns that you would like addressed ahead of the retreat?
- What topics would you like to see incorporated into the retreat? Issues you feel should be raised?
- What's on your bucket list?

Another way to frame questions:

In thinking about previous events that we've done, and thinking about my expectations for this program:

I like _____

I wish _____

I wonder _____

** When distributing surveys, it's important to clarify that responses will be kept private, and identify who will see them.*



The Road to Your Retreat

Chances are, your group will be putting in some travel time to get to your retreat. Start your team building early by repurposing the commute into an opportunity to start building connection and steering discussions that matter.

Your retreat may bring employees together who might not otherwise work alongside one another in a typical day at work -- travel is one more opportunity to bring them closer together. Whether you're sharing a coach bus or carpooling from work, there are many ways to make the most of the journey:

Scavenger Hunt

In carpool groupings of 3 - 5, retreat participants can make certain stops along the way to find different treasures or complete tasks that line up with your retreat theme.

For example, invite every vehicle to stop and make a purchase at a locally-owned business on their way, or take a funny picture at a landmark.

When you've arrived at your retreat, invite the groups to mingle with each other and share stories from their journey as a part of your ice-breaker. Reward the team who accomplished the most tasks with a fun prize.

Break the ice

If you're all traveling on a bus or traincar together, get your retreat started en route by breaking the ice and getting to know each other better. There are plenty of ice breakers to choose from that will help create social connection between co-workers. Here's our favourite:

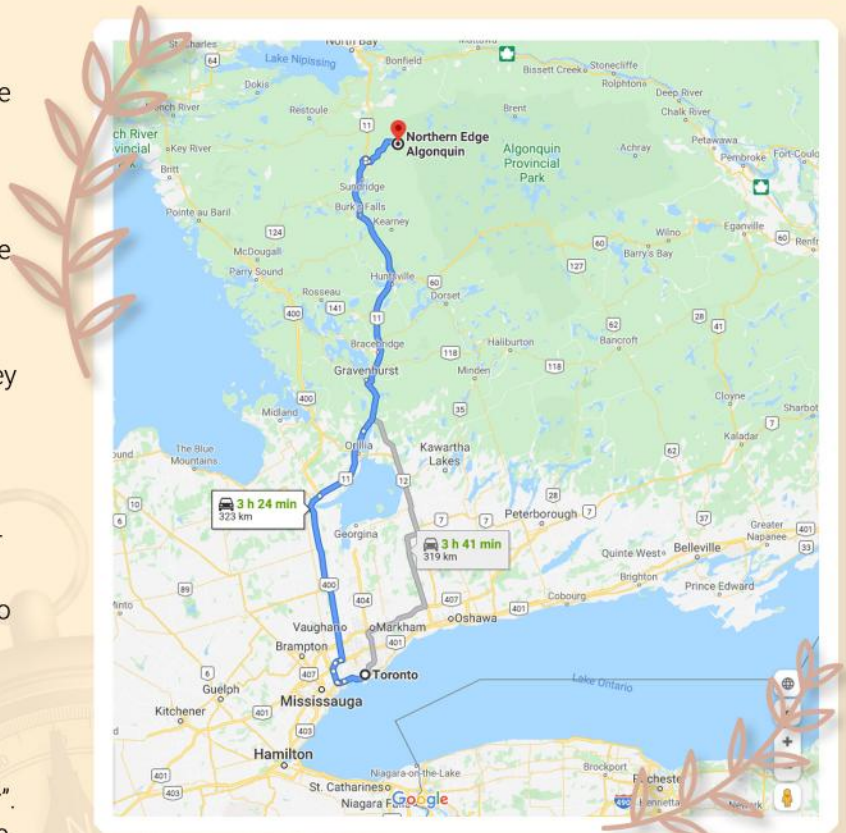
- 1) Make sure you are stocked up on pens and paper, and think of some ice-breaking prompts ahead of time.
- 2) Within the group, assign one "reader" and one "guesser".
- 3) The reader provides a prompt to the group, for example, "A time I told a lie."
- 4) Everybody writes their answer and submits it to the reader, who reads them all out for everyone to hear.
- 5) The guesser assigns each answer to the person they believe wrote it. When they've all been assigned, see how many were correct.
- 6) Be sure to allow time for storytelling - lots of good laughs can result from hearing the full story of a person's answer.

Assign a "secret helper"

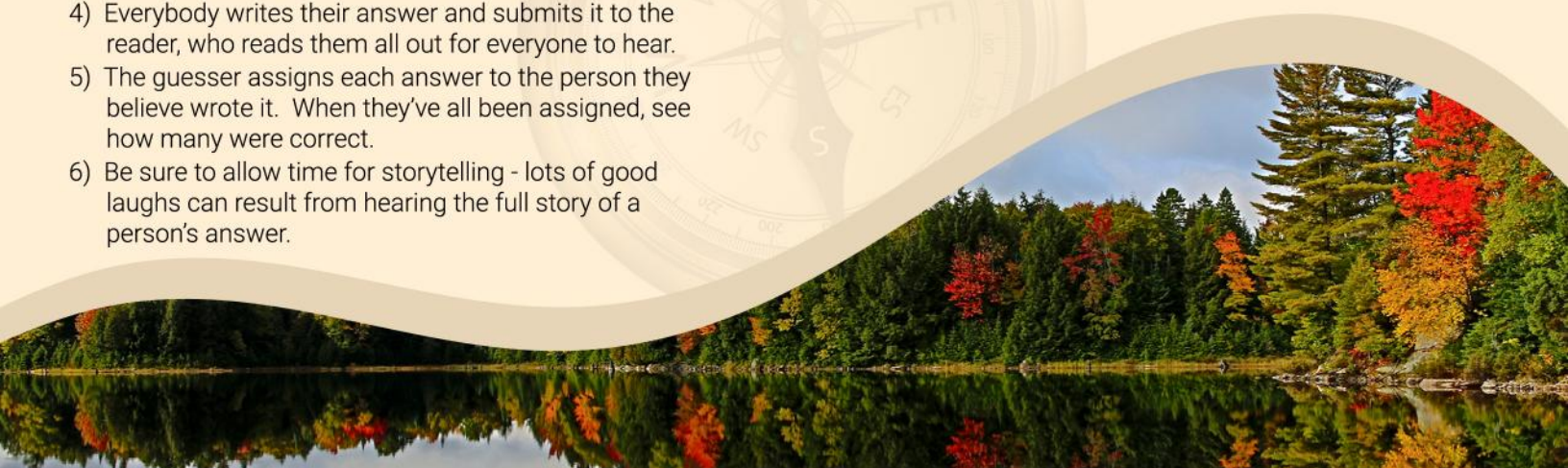
Consider a secret santa style draw during your travels, where each attendee will do a secret good deed for the person they draw over the course of the retreat.

Start conversations

Maybe you have breakout meetings and important conversations that you want to accomplish before you arrive so you can focus fully on your retreat experience. It's a good idea to have someone take notes.



www.northernedgealgonquin.ca/directions



Enhancing Your Experience

We approach hosting retreats like we approach hosting a party: by setting the stage, making introductions, and creating themed opportunities for everyone to mingle. For team leaders, this leaves more space for focusing their energy on the issues, ideas and strategies that need to be implemented while we take care of meeting the social needs of the group.

Use a retreat theme to weave throughout your experiences and meetings. Here are two example ideas we have at the ready for corporate groups (customized programs also available):

Consider enhancing your retreat with local flavour. This way, you'll be investing in your team while also supporting a local business in your area or your retreat venue's community.

- Ask a local band to perform a private, unplugged concert Invite a local artist offer a workshop as part of your retreat
- Visit a local brewery near your retreat for a tour & tasting
- Host a local chef for a hands-on cooking experience with your team
- Bring in a local yoga instructor to help your team unwind

Trails, Tales, and Ales

An autumn culinary bike & hike incentive experience enriched with local ale pairings and cultural history

- Ontario Craft Brewery tastings with Highlander Brew Co, and menus paired by chef Gregor.
- Seasonal adventures: Hiking, biking, canoeing.
- An unplugged concert with a local singer/songwriter in our 120 year old Highlander House log cabin.
- Ample doses of local lore & story telling thrown in for good measure.

Treasure Quest

You can also partner with an independent team-building facilitator, strategic planning expert, or host facility who will look after programming for you. Experts in this area will be able to identify and meet the needs of your business, and use their experience to guide the conversation in a fun, inspiring way. (This is our specialty!)

Chart your course through a map making and treasure seeking strategic planning retreat.

- Year-round outdoor adventures on water and land,
- Facilitated executive team building initiatives.
- Creative challenges and adventurous activities as part of a survival quest/treasure hunt complete with maps & buried treasure.
- Strategic planning sessions themed around maps and charting your course.

More info on Treasure Quest can be found on page 16-17.



Closing Strong

Making memories and forging new friendships are important and rewarding pieces of a corporate retreat. If you had higher goals, you want to make sure you anchor everything you've accomplished and establish clear accountability to fulfill your objectives.

How will you bring your retreat to a close, keeping your organization on a steady course?

Measuring and reporting the goals of the organization and contributions of the team towards these goals is vital. Invite participants to anchor their aspirations, commitments, and inner aims using symbols, words and actions. These function as reminders of our personal responsibility to contribute to a meaningful life at work and beyond.

What would a closing ceremony look like for your team? What words, symbols, or actions can you utilize to anchor in everything that was discovered during your retreat?

The final piece to take into consideration during the planning stage is how to make the experience and learnings of the retreat last long after you and your team have all returned home.

Important steps to see a return on your investment:

- Before the retreat, determine how notes and ideas will be captured and documented.
- Decide how the experience can be captured collectively (blog, flickr account, hashtags, etc).
- Use a portion of the final retreat day to debrief everyone's experience and provide suggestions of how to integrate what they have learned back at home and/or at work.
- Commit to the action plan established during the retreat.
- Have each retreat participant set their own SMART (specific, measurable, achievable, relevant and time bound) goal(s) identifying how they will contribute to seeing that action plan come to life.
- Schedule at least one follow up meeting or call within the weeks following the retreat to debrief and assess the experience.
- Refer back to your 'why' – what was the ultimate goal in bringing the team together like this? Were you successful?
- Ask retreat participants for feedback for continuous improvement (Based on NASA formula for debriefs, we'd ask "What went well?" "What new things were learned?" "What was already known, but needs to be re-emphasized?").

Another great way of Closing Strong at the Edge is with a celebratory wood-fired pizza party in the forest. Learn about our roman black oven and work together with your team to co-create your own pizzas. It's easy to include - ask us about adding a pizza party to your retreat!



Our Recipe for Transformational Retreats

Our Recipe

- ➔ Start out by describing a **theme or intention** that you can weave into all your activities and bring focus to your retreat.
- ➔ Plan to spend **time in nature**. Encourage everyone to prepare for seasonable weather, and plan to experience outdoor activities regardless of the conditions. As long as your team is warm, dry and comfortable, all will be good.
- ➔ How might you take team members to their edge, inviting them to **try something new**, unexpected, and adventurous?
- ➔ Plan time each day where everyone is together sharing an experience. **Celebrate community**, whether that means a drumming circle, working together, or just gathering at the campfire.
- ➔ **Get creative** and try new things. One of your team members may have a special skill or performance to share with everyone. Perhaps, engage in art like mask making, drawing, making nature sculptures . . .
- ➔ Allow for unstructured **dream time**. Every minute does not need to be scheduled. Provide time and space for self exploration and introspection. Before and/or after meal times are good times for unstructured or purposeful dreamtime.
- ➔ Work together as a **community in action**. Perhaps your venue or the community you're visiting has a landscaping or volunteer project you can spend an hour or two working together on, engaging in teamwork outside the scope of regular duties.
- ➔ Add a **surprise** element. Wow your team with something special and invite them to bring a surprise to share too!

Your ideas for a meaningful, memorable experience:



Itinerary Planning

Key components in a flexible retreat itinerary:

- Pay attention to time required for each activity and don't overschedule. Account for the time it takes to move in-between spaces, when many will opt for a bathroom break or personal chat.
- Make participants aware of the schedule of events prior to and during the event – Encourage healthy choices by participants (i.e., breaks matter!)
- Take advantage of sharing opportunities during mealtimes
- Stay true to the schedule of events, but allow for serendipity and opportunity.

Day	Arrival Day	2	3 (optional)	Departure Day
Early Riser Program	_____			
		Breakfast		
Morning Program	Travel Time			
		Lunch		
Early Afternoon	Welcome & Orient			Closing
Late Afternoon				Depart
		Dinner		
Evening Afternoon				_____

Planned spontaneity

Be ready to "go with the flow" -- keep an eye out for special opportunities that may arise, and be prepared to break away from what you had planned. Pay attention to participants' needs & wants.



About the Edge And Our Services

Northern Edge Algonquin is a nature retreat specializing in corporate retreats, team building, strategic planning, and off-site meetings located just north of Muskoka, 3 hours north of Toronto. Our goal is to help Canada's top business teams to focus on what matters most to nourish their thriving, healthy, and engaged company cultures by spending up to 4 days together in nature, unplugged & away from distractions.

We share your insight that companies investing in community, rejuvenation, and connection through off-site meetings and team building experiences produce greater quality, higher levels of output and display more innovation and resilience in difficult times.

At Northern Edge, corporate retreat participants enjoy:

- ✓ **Privacy:** We book only one group at a time, and do not host individual guests for overnight stays. With no other guests on-site other than our team, your team will have full access to all gathering, meeting, breakout, and activity spaces.
- ✓ **An experience together, at all-inclusive pricing:** We offer a variety of enriching opportunities with local experts including hiking, canoeing, stand-up paddleboarding, cross-country skiing, snowshoeing, yoga, team-building activities, campfires, saunas, art, unplugged concerts, and a whole lot more; all included.

- ✓ **Delicious meals:** Flavours inspired from afar yet crafted with care with fresh, local ingredients which cater to every individual's dietary needs. We'll even throw in a forest pizza party with our Roman Black Oven.
- ✓ **Comfortable Cabin Accommodation:** A variety of forest accommodations are available year-round. Teams of up to 12 enjoy comfortable private rooms, while groups of up to 30 form stronger friendships through shared accommodations. Enjoy our upscale log cabin or studio cabins, or experience glamping in our canvas & habitat cabins.
- ✓ **Unplugging in nature:** Our centre is free from cell signals and wifi, allowing teams to focus on what matters most. One of the most environmentally friendly spaces in Canada: Northern Edge Algonquin is one of only 2 "Platinum Level Greenleaders" in Canada (Tripadvisor). We're off-the-grid, operating on solar power, and we nurture a variety of green spaces the office will be talking about for years to come.
- ✓ **Just pack your bags, and let us take care of:** Facilitation, retreat planning, pre-and-post event surveys, meal & accommodation planning, communications, and more.

Corporate retreats at the Edge are designed to strengthen relationships, making better use of the unique talents of individual team members. Using our off-the-grid nature facility as a backdrop, we engage teams in unique customized programs. Gain a fresh perspective on trust, teamwork and communication by participating in a Corporate Retreat at the Edge.

Buyout pricing is available from \$6000/night for corporate groups of up to 12. Share your vision for your retreat with us, and we'll provide a quote & proposal.

Our Accommodations

All-inclusive buyout rates for Corporate Retreats at the Edge feature accommodations, meals, meeting spaces, hosting & facilitation services, and more. We have cabin types that will suit every type of team member:

- Our extra-comfortable rooms in Dreamers' Hill cabin are fully equipped with en-suite bathrooms, flush toilets & showers.
- Our eco-luxe Studio Cabins are equipped with en-suite bathrooms with flush toilets, just a short walk away from shower rooms.
- Our 2 rustic habitat cabins are cozy & warm, just a short walk from bathrooms & showers.

- Our glamping-style Canvas Cabins are for the adventurous-at-heart. In the evening, guests drift off to sleep to the call of loons. As morning light naturally lightens the cabin interior, the sound of forest animals stirring and morning song birds calling is nature's alarm clock.

Though there are limited number of different cabin types, we can host groups of up to 12 each with a private room with an en-suite, or groups of up to 30 with a mix of shared accommodations in different styles. Our team will help with the accommodation-planning process.

Learn more: northernedgealgonquin.ca/accommodations



Meals at the Edge

Guests nourish body and soul with food prepared in our beautiful kitchen where fresh, natural and organic are found at the top of the ingredients list. Everything is made from scratch, and you'll taste locally grown freshness in every meal.

Fresh, local, made-from-scratch! Some food ingredients come from our garden, but most come from our partnerships with local farms and other providers. We even serve local beer from Highlander Brewery in South River and wines made by co-founder Martha Lucier's family at Viewpointe Estates Winery.



Themed buffet group dining at the Edge meets the needs of all kinds of dietary restrictions of your team members (for health and personal reasons) in providing colourful, tasteful meals that satisfy the needs of our wide variety of guests. Of course the Edge caters to every food need imaginable.

"While a particular theme, say East European or seasonal ingredient, like our backyard maple syrup underlies the idea of a meal, what I actually cook is based on a combination of what's fresh locally - from the garden or local food providers, our guests dietary concerns, balancing far-flung flavours with provincially produced foods." ~ Greg Waters.

As meals are based on your retreat program, attendees' dietary needs, our inspiration, and the availability of seasonal ingredients, we generally do not provide menus in advance. If you would like to get a better idea of what a meal might look like, see a sample menu at northernedgealgonquin.ca/mealtime



Treasure Quest: Our Strategic Planning Retreat

Inspire your executive team to move mountains with a themed strategic planning retreat born out of the harrowing tale of Ernest Shackleton, an early 20th century explorer who set out on the ship 'Endurance' with 27 men in hopes of completing the first ever land crossing of the Antarctic continent.

Many of the crew joined the expedition after reading an invitation that went a little something like this:

WANTED
PEOPLE REQUIRED FOR HAZARDOUS JOURNEY.
SMALL WAGES.
EXTREME WEATHER.
LONG AND DARK NIGHTS.
CONSTANT DANGER.
SAFE RETURN DOUBTFUL.
HONOUR AND RECOGNITION IN CASE OF SUCCESS.
READY FOR ADVENTURE?

To their great dismay, the ice eventually crushed and sank the vessel. Left with a trio of lifeboats and limited supplies, the crew spent 15 months traversing the most inhospitable place on earth, facing unimaginable harrowing conditions along the way – but **everyone survived**.

Their story is one of **teamwork, courage, creativity, imagination and dedication**.

As Shackleton's expedition team did more than a century ago, your team of participants will set on a course for a common destination using teamwork, communication and motivational skills to succeed . . .

Transformational Leadership – Map Making & Treasure Seeking

Embark on a rich, unplugged, outdoor adventure that helps enhance relationships, encourage face-to-face connections, establish team objectives and provide participants with the tools and inspiration to take action and achieve long-term organizational success together.

Your Quest for Success

Check the Compass: Consider challenges endured and triumphs you have celebrated, both individually and as an organization.

Define the Treasure: Identify the principles and outcomes that the team would like to achieve throughout the retreat.

Start the Journey: Learn to use a map and compass to plot a course for adventure. Exercise effective planning, clear communication, trust, cooperation, support and learn how to tackle unknown obstacles and challenges through a variety of tailor-made outdoor adventures.



Treasure Quest: Our Strategic Planning Retreat

Map the Future: Identify individual and team strengths, weaknesses, challenges and opportunities that will guide success on upcoming projects and the overall strategic plan.

Take a Breath: Leave room for individual dreamtime and unstructured, organic collaboration among team members.

Walk the Plank: Through custom trust building activities, determine how your team will support, encourage and rely on one another moving forward. Transformation: Reflect on steps taken as a collective throughout the experience, and look forward to opportunities where lessons learned can be applied in the future.

Our facilitators will take your team through this series of challenges involving trust, risk and physical demands, which will draw on the variety of strengths and skills of your team members. Upon completion of each challenge, debriefing questions will help participants anchor in their learning for the benefits of their individual role. Participants will receive important clues and information to get to the next waypoint on their expedition.

"TREASURE QUEST" SERVICES

- Facilitators and guides provided as required to lead experiences and prepare unique learning experiences ahead of retreat time which are complimented by our unique retreat location
- Custom activities and materials compiled specific to the unique needs of your group which are effectively sequenced to enable skill development, practice and reflection
- All tools, resources and logistics for the programs including equipment, safety planning, mapping and creative materials taken care of by program coordinator
- Provide pre-retreat surveys and additional resources to gather initial feedback from participants and ensure all have a clear understanding of how to prepare
- Provide a short list of "What to Bring" and develop custom debrief tools and assessment forms
- All inclusive package includes comfortable accommodations, locally-sourced and made from scratch meals catered to all dietary needs

"TREASURE QUEST" BENEFITS

- Facilitator takes care of all hosting concerns, creating a comfortable and social environment that puts your team members at ease, leaving you more time and energy to bring the team's focus to the issues, ideas and strategies unique to your organization
- 'Take-away' reflections and routines which each team member can apply in the future to enhance performance and personal well-being
- Building a group of high performing individuals into a network of collaborators and problem solvers
- Going home with team members who feel invested in the tangible, actionable plan you have created together during your time at the Edge.

"TREASURE QUEST" COSTS

This premium strategic planning program with our strategic planning facilitator is offered at a rate of \$5000/day plus our standard corporate retreat buyout rate (\$6000/night for groups of up to 12).



Frequently Asked Questions

- **OK, we're convinced, what do we do next?** We can confirm your event if we have availability on our calendar with a \$3,000 deposit. Payment timelines and deposit policy are available here.
- **What's the full price?** \$6000/night is our all-inclusive buyout cost for corporate groups of up to 12. That includes meals, accommodation, facilitated team building experiences, use of meeting spaces. Add-on \$500/night for each additional attendee. Add-on \$5000/day for a fully facilitated Strategic Planning retreat.
- **Phone calls & Internet access:** Most of our experiences are 100% unplugged. Cell phones don't work here. Internet access is via satellite and is reserved for emergency phone calls or messages only. We check for messages multiple times each day and pass them on when received.
- **Wait a minute, I really need to be plugged in.** It may be time for a digital detox! If you have business needs that require you to check in we can accommodate you at specific times and places during your event.
- **What time do retreats start?** Guests usually arrive after 2 pm to settle in & break the ice. Formal retreat program begins with dinner on arrival day and ends with lunch on departure day.
- **What meals are included?** Most team building packages include all meals and snacks from arrival day dinner to departure day lunch. Meal times are adjusted based on the retreat program needs, but typically 8am, 12:30pm, and 6pm. Hot or cold drink or snack most any time in points North.
- **Will other guests be there?** We only host one group at a time. Our team and facilitators will be on-site, but you'll be the only guests here!

- **Do you have policies in place to ensure guest safety in the wake of COVID-19?** The well-being and safety of our guests, employees and their families, our partners and community is our top priority. In accordance with public health guidelines: Our team members are asked to self-screen and stay home if unwell, additional sanitation measures, training, and enhanced cleaning protocols have been implemented. We host only one group at a time, and do not host individual guests like other accommodators - we fully clean all spaces between groups. We also have a liberal cancellation policy allowing groups to change their numbers, and ask that all guests who attend are in good health. While we do our best and risks are limited due to our private location & small-group focus, any location where people are present provides an inherent risk of exposure to COVID-19 and we cannot guarantee that you will not be exposed during your visit.
- **Alcohol Policy:** Like many resorts & retreats, guests are not permitted to bring their own alcohol onto the property. This helps us deliver safe & exceptional retreat experiences. Alcohol is only permitted when served by Edge staff as an accent to experiences at mealtime. Trust us, we'll provide alcohol at times and places that you will really appreciate.
- **What do I need to bring?** We provide a list of packing suggestions, but there is nothing special guests need to bring. The main thing is to dress for the weather. We love to get outside and explore in all kinds of weather!
- **I've got special food needs, are you sure you can take care of me?** If you've got dietary restrictions, rest assured we've served others with the exact same condition, and chef Gregor has ensured they've gone home happy! Our themed buffet group dining at the Edge meets the needs of all kinds of dietary restrictions (for health and personal reasons) in providing colourful, tasteful meals that satisfy everyone's needs.
- **Anything else I need to know about the Edge?** We're solar powered. That means no blow dryers, hair dryers or anything that produces heat can be plugged into our electrical system.



Critical Path to Success - The Checklist

Early planning stage	<ul style="list-style-type: none">• Identify your primary goals for the retreat.• Identify who will be invited, tentative numbers.• Reserve your dates / location (place a deposit).
6 - 8 weeks prior	<ul style="list-style-type: none">• Establish & flesh out your vision & purpose.• Send out invitations - make the experience feel special.• Build excitement - info sessions, put up themed posters.• Diffuse anxiety - share more information about where you're going, why, and how attendee safety will be managed.
2 - 4 weeks prior	<ul style="list-style-type: none">• Survey attendees: Capture wellness & dietary needs, and their insight on retreat topics/execution. Set a 2-week deadline for responses.• Send out reminders to fill out the form. Touch base personally with anybody who hasn't responded.• Review survey results with facilitators or planning team.
1 - 7 days prior:	<ul style="list-style-type: none">• Send out reminders, include packing lists & directions, and outline any expectations you have of team members.• Communicate last minute changes to facility / facilitator / attendees.• Consider hosting a launch meeting/conference call/zoom to get questions out of the way.• Confirm everyone is healthy & ready to go. Are there team members that can't attend because they are sick? Capture their insight and a message to share with the rest of the team in their absence.
Within 1 week of returning to work:	<ul style="list-style-type: none">• Ask attendees to debrief via a post-retreat survey.• Schedule at least one follow up meeting or call within the weeks following the retreat to debrief and assess the experience.• Address commitments made and keep your new goals and focus on track.