

The Ultimate 2026 Corporate Retreat Planning Checklist

Venue

- Confirm attendee numbers
- Select accessible UK location
- Check onsite dining options
- Review indoor and outdoor team building space
- Match venue type to retreat goals
- Set and confirm budget
- Example venues: Ellenborough Park (wellness), Estelle Manor (luxury), Tewinbury Farm (relaxed)

Team Building

- Define retreat objectives
- Understand team demographics
- Select suitable activity type
- Options: sports day (energetic teams)
- Soap box derby (creative teams)
- Traitor style evening (mixed groups)

Meeting Sessions

- Book main meeting space
- Arrange breakout rooms
- Confirm seating layout
- Organise AV and production support

Food and Beverage

- Review onsite catering
- Consider dietary requirements
- Plan private dining experience
- Use meals for networking and engagement

Team Recognition

- Plan awards or recognition segment
- Arrange prizes or rewards
- Incorporate into dinner or gala

Onsite Support

- Assign event lead
- Coordinate suppliers and venue
- Consider agency support (e.g. red Blaze)
- Ensure full onsite logistics management

Enhancements

- Welcome drinks on arrival
- Room drops or gifts
- Offsite dinner experiences
- Evening entertainment (band or DJ)
- Extra activities (cookery or cocktail class)