
VANTAGE STAYS

The Ultimate Corporate Retreat Planner

Plan a Productive, Memorable Team Offsite
in the Smoky Mountains

30+ Pages · Agenda Builder · Budget Template · Team Building Activities
Logistics Checklist · Post-Retreat Survey · Vendor Contacts

Company:

Event Name:

Dates:

Organizer:

Team Size:

Budget:

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1. Retreat Goals & Objectives

Define clear objectives before planning logistics. A well-defined purpose drives every decision from venue selection to activity planning.

Primary Retreat Objectives

- Team bonding & relationship building
- Strategic planning & goal setting
- Product launch or brainstorming
- Leadership development
- Company culture reinforcement
- Celebrating milestones & achievements
- Onboarding & integration
- Wellness & recharge

Specific outcomes we want:

How we'll measure success:

Key messages to communicate:

Budget justification:

2. 90-Day Planning Timeline

90 Days Out

- Define retreat goals and get leadership buy-in
- Set budget and get approval
- Book Vantage Stays cabin(s)
- Form planning committee
- Send save-the-date to team

60 Days Out

- Finalize agenda and schedule
- Book team building activities
- Arrange catering / private chef
- Plan transportation
- Order company swag / welcome gifts
- Set up shared documents and pre-retreat surveys

30 Days Out

- Send detailed itinerary to all attendees
- Confirm all vendor bookings
- Prepare presentation materials
- Finalize dietary restrictions
- Arrange AV equipment
- Create emergency contact list

1 Week Out

- Final headcount confirmation
- Pack supplies and materials
- Prepare welcome packets
- Test all presentations and tech
- Confirm cabin readiness with Vantage

3. Budget Template

Category	Estimated	Actual	Approved By	Notes
Cabin Rental	\$	\$		
Catering / Private Chef	\$	\$		
Team Building Activities	\$	\$		
Transportation	\$	\$		
AV Equipment Rental	\$	\$		
Welcome Gifts / Swag	\$	\$		
Facilitator / Speaker	\$	\$		
Supplies & Materials	\$	\$		
Insurance	\$	\$		
Contingency (10%)	\$	\$		
TOTAL	\$	\$		

VANTAGE TIP: Corporate retreats at Vantage cabins often cost 40-60% less than traditional conference hotels while providing a far more memorable experience. The cabin rental includes meeting space, entertainment, and kitchen facilities.

5. Agenda & Schedule Builder

Day 1

Time	Session / Activity	Lead	Location	Materials Needed
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				

Day 2

Time	Session / Activity	Lead	Location	Materials Needed
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				

Day 3

Time	Session / Activity	Lead	Location	Materials Needed
8:00 AM				

9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				

6. Team Building Activities Menu

The Smoky Mountains offer unique team building opportunities that go far beyond trust falls. Here are activities organized by energy level and group size.

High Energy / Outdoor

- Whitewater rafting on the Pigeon River
- Zip-line canopy tour
- Hiking challenge (team relay)
- Ropes course at CLIMB Works
- Mountain biking
- Scavenger hunt through Gatlinburg

Medium Energy / Creative

- Cooking competition in the cabin kitchen
- Moonshine blending class
- Pottery or craft workshop (Arts & Crafts Community)
- Photography challenge in the National Park
- Escape room challenge
- Cabin game room tournament

Low Energy / Strategic

- Fireside strategy sessions on the deck
- Vision board workshop
- Book club discussion
- Personality assessment debrief (DISC, Myers-Briggs)
- Gratitude circle in the hot tub
- Stargazing & reflection session

Competitive / Fun

- Family Feud (company edition)
- Trivia night
- Karaoke competition
- Cornhole tournament
- Poker night
- Cabin Olympics

14. Tax Deduction Guide

Corporate retreats may be tax-deductible as a business expense. Consult your accountant, but here are general guidelines for documentation.

- Keep all receipts and invoices
- Document the business purpose of each activity
- Maintain an attendee list with business roles
- Photograph agenda and meeting materials
- Keep a log of business discussions and outcomes
- Separate personal and business expenses clearly
- Note: Meals are typically 50% deductible; lodging and activities may be fully deductible if business-related

VANTAGE TIP: Ask for an itemized invoice from Vantage Stays that separates lodging from any concierge services for cleaner expense reporting.

The Vantage Advantage

Cabins for 5-42 Guests

Keep your entire group under one roof in luxury.

Resort Community Options

Book multiple cabins steps apart for larger groups.

Free Attraction Tickets

Every stay includes Xplorie tickets to 18+ attractions.

Concierge Services

Grocery delivery, private chefs, celebration decor arranged.

Trip Planning Tools

Online trip planner, cost splitter, and meal planner.

Book Direct & Save

Best rates guaranteed. 21+ years in the Smokies.

Visit vantagestays.com or call **(865) 408-1817**

