



Villa Sumaya

Lake Atitlan

Group Leader Welcome Kit



Thank you for choosing Villa Sumaya as your retreat venue!

We've hosted hundreds retreats since 2000 and have designed this kit to support you as a group leader. We welcome your feedback as an integral part of our growth. Feel free to contact us with questions and comments. We're here to support you!





What to Expect

Creating a retreat week together requires months of planning and collaboration. We will always do our best to get back to you about any questions within 72 hours, and often sooner. We ask for your understanding when we request that you reply to our emails within 1 week.

We do our best to provide the essential information for your retreat planning in our FAQs and information packets. If your questions are not answered by these resources, we encourage you to send your questions to reservations@villasumay.com so we can respond. As needed, we can also schedule a time for our reservations and scheduling coordinators to chat with you via phone/WhatsApp during office hours: Mon-Fri from 10 a.m. to 2 p.m. (Guatemala Time).

Group Leader Dashboard

As soon as you confirm your reservation, we'll send you a link to your Group Leader Dashboard. This is a document that we've prepared to help keep track of essential information as we prepare for your upcoming retreat. You'll find three distinct sections in this document, using the navigation tabs at the bottom of the sheet:

- The "ADMIN-ONLY" sheet is used to track information about your upcoming retreat, and only our admin team can edit this section. You can find information about the rooms and group rates reserved for your upcoming retreat, including rooms added or dropped from your reservation block.
- The "Room Assignments" sheet lists the rooms reserved for your retreat group with the bed configurations noted for your convenience. Please enter the names and information for your registered participants in this section before the 2-month deadline. We will use this information to set up the group bill for your retreat.
- The "Schedule" sheet shows your retreat schedule in block form. Our Orientation and meal times are set, so you cannot edit these, but we encourage you to make edits as desired to the rest of this schedule. We usually confirm requested activities about 2-3 months in advance of your retreat start dates.

Communications Timeline

We pre-schedule a number of emails at designated check-in points to make sure we don't miss important steps in planning for your upcoming retreat:

- 7 months in advance, we check in with a reminder about your upcoming 6-month deposit due.
- 3 months in advance, we check in with a reminder about your upcoming 2-month deposit, room assignments due and scheduling information for group activities.
- 2 months in advance, if you are sharing the center with another group, we'll send an email to connect you with the other group leader to coordinate any scheduling concerns.
- 1 month in advance, we send a check in note with important scheduling reminders and ask that you complete our Group Leader Check-In form.
- 2 weeks in advance, we'll send you the preliminary bill and instructions for your final payment.
- 1 week in advance, we'll send you a note with final reminders, including our pre-registration link and orientation video to share with your group members.

If you don't receive these emails, please check your spam filters first and/or check in directly with our reservations team: reservations@villasumaya.com. For reservations confirmed less than 6 months in advance, we'll adjust this schedule accordingly.



Room Assignments

We request that you complete the “Room Assignments” list in your Group Leader Dashboard before the 2-month deadline. We’ll use this information to start setting up the preliminary bill for your retreat. We welcome additional registrations after the 2-month deadline; however, we do not drop charges for guest cancellations after this point. Final room assignments must be confirmed at least two weeks prior to arrival. Check your contract to confirm which rooms are reserved for your group. If you add or drop rooms after the contract has been signed, these will be noted in your Group Leader Dashboard.

Bed Configurations

For your convenience, the bed configurations for rooms reserved as part of your agreement are listed in the Group Leader Dashboard. You can find more information about the rooms:

- On [our website](http://ourwebsite.villasumaya.com), villasumaya.com
- Our [Group Leader Package Kit](#), pg 3
- [Photo Press Kit](#) photos & video tours

Bed Configurations are Fixed:

We offer flexible bed configurations ONLY in the following rooms: #4, #5, #6, and #22. Available bed configurations are noted in your “Room Assignments” list on the Group Leader Dashboard.

All other rooms have fixed bed setups and cannot be reconfigured.

Please note: room changes after check-in incur a \$15 fee.

Outside Housing

Please refer to the non-residential rate in your agreement for the fees for guests staying off-site. We require at least one group leader to stay on-site at Sumaya.



Planning Your Retreat

Meals and Drinks

We serve abundant, buffet-style vegetarian meals with vegan and gluten-free options. Meal times are 8:30 for breakfast, 1:00 for lunch and 6:30 for dinner. We set out the buffets for one hour.

We sell beer, wine and cocktails as well as homemade snacks at our bar. We ask that you not bring your own alcohol.



Sharing Space

If there are two groups on retreat during your scheduled reservation, you will have your own designated studio space for the week. The dining area, courtyard and common areas are shared spaces.

Tips to Keep in Mind

- When pricing your retreat, decide which activities to include on your group bill and which optional ceremonies and excursions go on individual guest bills.
- Most groups include 1-2 activities in their package but do not include the cost of transport to our center.
- Most tours require a minimum of 6 people and have a 48-hour cancellation policy.
- Our quiet hours are from 9:00 p.m. to 9:00 a.m.
- Be sure to leave adequate free time in your schedule for folks to relax and indulge in spa treatments.

Spa Session Rates 2026	
1 hour:	\$85
1.5 hours:	\$115
2 hours:	\$145



Schedule Suggestions

Find a balance between being and doing. Guests appreciate free time to relax in our nature sanctuary, enjoy the hot tubs, swim and receive spa treatments

We recommend confirming requested activities about 2-3 months in advance of your retreat start dates to secure the availability of our guides and ceremonialists.



See details in our Tours & Activities and Practice & Ceremonies kits.

SAMPLE RETREAT #1 - with kayak, hike, and village tour								
Week of:								
	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM					INDIAN NOSE HIKE 6AM-1PM			
6:30 AM					packed breakfast			
7:30 AM		MORNING YOGA 7:30-8:30AM	MORNING YOGA 7:30-8:30AM	BREAKFAST 7:30	(optional)	MORNING YOGA 7:30-8:30AM	MORNING YOGA 7:30-8:30AM	
8:00 AM				FIRE CEREMONY 8:15-10AM				
8:30 AM		BREAKFAST 8:30-9:30	BREAKFAST 8:30-9:30			BREAKFAST 8:30-9:30	BREAKFAST 8:30-9:30	BREAKFAST 8:30-9:30
9:00 AM								
9:30 AM		Center Tour	KAYAK EXCURSION 9:30AM-1PM			SAN JUAN LA LAGUNA 9:30-1PM	FREE TIME	
10:00 AM		ORIENTATION 10:00 AM	(optional)	FREE TIME		(optional)		CHECK-OUT 11AM
10:30 AM								
11:00 AM		FREE TIME						
11:30 AM								
12:00 PM		ARTISAN MARKET: 12-2 PM						
12:30 PM								
1:00 PM		LUNCH 1-2PM	LUNCH 1-2PM	LUNCH 1-2PM	LUNCH 1-2PM	LUNCH 1-2PM	LUNCH 1-2PM	
1:30 PM								
2:00 PM		APOTHECARY HOUR: 2-3 PM	FREE TIME	FREE TIME	FREE TIME	FREE TIME	CACAO CEREMONY 2-4PM	
2:30 PM								
3:00 PM	CHECK-IN 3PM	FREE TIME						
3:30 PM								
4:00 PM			AFTERNOON YOGA 4-5:30PM	AFTERNOON YOGA 4-5:30PM			FREE TIME	
4:30 PM								
5:00 PM					ELECTRIC SAUNA 5:00-6:00 PM			
5:30 PM			FREE TIME	FREE TIME				
6:00 PM								
6:30 PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	DINNER 6:30-7:30PM	
7:00 PM								
7:30 PM	FREE TIME		FREE TIME		FREE TIME	Lakeside Fire 7:30	FREE TIME	
8:00 PM		RESTORATIVE/ NIDRA 8-9:30PM		RESTORATIVE/ NIDRA 8-9:30PM		FREE TIME		
8:30 PM								
9:00 PM								

Transportation

Villa Sumaya is nestled on the shores of Lake Atitlan of Santa Cruz La Laguna with water access only. Once you arrive at the lake, a 10-minute boat ride will bring you from Panajachel to our dock.

We encourage our guests to arrange private transport from Guatemala City or Antigua.

We recommend that guests arrive in Guatemala City (airport code: GUA) between 10 a.m. and 2 p.m.. The drive takes 2.5 to 3.5 hours depending on traffic. Our check-in time is 3 p.m.. For later flight arrival times, consider arriving one day early and spending the first night in Guatemala City or Antigua.

We have worked closely with Kan Tours for over 10 years to arrange safe, reliable, direct shuttles and boats. Contact Alberto: +502 5354 3894 on WhatsApp or booking.kantours@gmail.com



Tips for Your Retreat Guests

Guest Health and Wellness

While stomach problems are an infrequent occurrence, they arise on occasion for some guests. The change in the bacterial environment itself can cause an upset stomach as the body adjusts to unfamiliar microbes. Here are some guidelines for you if any of your group members feel ill:

- Wash your hands often with soap and warm water.
- We have a "well belly" basket of natural remedies available in the main courtyard.
- We offer a local jacaranda tea as a digestive aid, anti-bacterial and anti-parasitic on the tea bar daily.
- We suggest that guests with sensitive digestion start a small regimen of taking GSE (grapefruit seed extract) in advance of their travels. This can help boost your immunity before traveling to foreign lands.
- Past group leaders have found it useful to bring additional supplements for guests with sensitive stomachs and recommend ParaGuard Liquid Drops.

We encourage guests to bring and use mosquito repellent, as we have seen increased need for it in recent years. For best results, we recommend mosquito spray with an ingredient called "Picaridin"; please bring several bottles to support your group.

Safety Essentials

- No jumping or diving into the lake, as underwater structures may be out of view.
- Do not swim, kayak or paddle out into the center of the lake! We always swim along the shore to avoid being in the shipping lanes where the boats cannot see you.
- Life jackets are required for your safety when kayaking and paddle board.
- Enter the lake from the metal ladder at the end of the dock or by an entrance next to the kayaks. Be careful entering, as the rocks are slippery.
- Take a flashlight at night. Please make every step a cautious and conscious step.





Marketing Support

We help our group leaders with marketing and promotion in a number of ways, including:

- publishing a page about your retreat on our website
- listing your retreat in our newsletter
- sharing gorgeous images from our [photo press kit](#)
- additional content from our resource gallery and [YouTube channel](#)
- engaging and collaborating with you on our Instagram [@villasumaya](#)

Instagram Collaborations

We use Instagram as our primary platform for social media. Our curated feed is designed to highlight the beauty and magic of our retreat center with stunning high quality photos and reels. We encourage you to follow and engage with us at [@villasumaya](#).

See our linked mini-guide to [Instagram Collaborations](#). Please note: to maintain the visual integrity and inclusive aesthetic of our shared feed, we kindly ask that you post photos from the lake or Sumaya and that you refrain from using reels or images with written text overlay if you'd like us to accept your collaboration. You may also like to check out our [Instagram Tips for Beginners](#). Consistent engagement in social media makes a difference.

Remember to tag us in your stories, and we can add them to our “Upcoming Retreats” feature.

Share your marketing strategy with us so we can support your efforts!

Giving Back to the Local Mayan Community

Villa Sumaya collects donations to support Mayan mothers in our local village of Santa Cruz La Laguna. 100% of the proceeds go toward providing families with a market fresh bag of food.

Providing this kind of help gives groups a sense of connection with the indigenous Mayan community and a deeper retreat experience. \$15 buys a Mayan elder a week's worth of veggies, chicken and eggs.

