

GUEST GROUP DETAIL SHEET

Guest Group: _____ Retreat Date: _____

Please Note:

Every effort will be made to ensure a first choice selection, but we ask for your flexibility as there is often more than one group at camp at the same time. We will contact you if your choices cannot be met. Please complete and return this sheet by: _____.

As a way to partner with your group, we would appreciate your answers to the following questions:

What is the theme for the retreat? _____

What are the key goals for the retreat? _____

How might we pray for your group in anticipation of your retreat: _____

Meeting Room: Standard - Lectern, TV/DVD, 1 Microphone, 1 Music Stand, White Board w/Markers

____ Refrigerator (Hemlock Hall)

____ 8 foot table (s) ____ 6 foot table (s) ____ 4 foot tables

(Note: Always provided one 8 foot table for snack and one 8 foot table for group's use)

____ AV Projector

____ Coffee Service (\$20.00/\$30.00 charge)

(Groups less than 50 guests = \$20.00. Groups 50 or more guests = \$30.00)

Recreation:

Gymnasium: Please rank the following time slots with 1 being your first choice, 2 second choice, etc...

____ 7:00 p.m. - 9:00 p.m. Friday

____ 9:00 p.m. - 11:00 p.m. Friday

____ 8:45 a.m. - 10:30 a.m. Saturday

____ 10:30 a.m. - 12 noon Saturday

____ 1:00 p.m. - 3:00 p.m. Saturday

____ 3:00 p.m. - 5:00 p.m. Saturday

____ 6:30 p.m. - 9:00 p.m. Saturday

____ 9:00 p.m. - 11:00 p.m. Saturday

Climbing Wall and Challenge Course and/or Zip Line must be scheduled at least two weeks in advance of the retreat. A minimum of 10 participants is required to schedule these activities. There is an additional charge and signed Participant Agreement Forms are required.

Indoor Climbing Wall: (Please coordinate time for activity with time slot in the gym.)

____ 1:00 p.m. - 3:00 p.m. Saturday

____ 3:00 p.m. - 5:00 p.m. Saturday

____ 6:30 p.m. - 9:00 p.m. Saturday

Challenge Course and/or Zip Line: (We recommend a minimum of two hours for your session.)

____ 9:00 a.m. - 12:00 p.m. Saturday

____ 1:00 p.m. - 4:00 p.m. Saturday

____ 2:00 p.m. - 5:00 p.m. Saturday

____ Challenge Course Only

____ Zip Line Only

____ Both Activities

Additional Activities:

Please indicate days and times (in two hour time slots) that you would prefer:

Covered, lighted, outdoor Miniature Golf: _____ **Boats (April-September):** _____

(Please assign adult supervision)

Street Hockey/Basketball Court: (circle choice) _____

(This court is not lighted & availability is dependent on the weather.)

Ga-Ga Ball: _____ **9 Square:** _____ **Campfire:** _____

(Not lighted & availability is dependent on the weather.)

Outdoor, lighted Volleyball Court: _____ **Wagon Ride:** _____

(Additional charge)

10/2016