

## Event Planning Questionnaire

Event/leader Name \_\_\_\_\_ Dates \_\_\_\_\_

Linen requests: \_\_\_\_\_ @ \$7 per set

Meals/Snack Needs: \_\_\_\_\_

\*Number of children under age 11 \_\_\_\_\_ number of adults \_\_\_\_\_

Are there vegetarian dietary needs?      Y    N      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Will you need snacks prepared by our staff?      Y    N      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Will you need camp store open?      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Housing scheduled for your group: *Indicated as highlighted below.*

**Epworth:** Minimum 15/ Maximum 24    **Cedar:** Minimum 16/ Maximum 32    **Stone:** Minimum 30/ Maximum 60

**Miller House 1:** Minimum 5/ Maximum 8    **Miller House 2:** Minimum 5/ Maximum 8    **Susanna:** Min8/ Max14

**Cabin:** A B C D E F G H J K L M N O P R    \*Cabins sleep Maximum of 7/8    **Bishop(not in summer)** sleeps 4

Desired activities require scheduling: You must cancel within 24 hrs once reserved or incur charges. Times may change due to coordination with other groups on site.

Canoes\*- \$12 day/\$8 ½ day      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Chapel (outdoor)      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Pontoon Boat\*- \$45 per hr/max #12      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Sunfish\*- \$10 per hr.      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Sailboat\*- \$30 hr/\$100 ½ day/\$175 day      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Teams Course\*- \$30 per hr/#12      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Swimming (NO NIGHTIME)      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Archery \* \$2 per person      Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

\*Additional fee required

Some of these activities require WWCC supervision and cannot be facilitated without proper certification

\***Campfires** are available at Wesley Woods. You must RESERVE your campfire site in advance. Wood is \$5 per bundle of 6, or \$1 per piece of wood. Your group is responsible to START the campfire and ensure that it is properly put out. Please let us know the date and time for your campfire:    Site \_\_\_\_\_ Time(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Will you need meeting space in our Dining Hall? Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ (may or may not be available)

Do you have specific meeting needs? \_\_\_\_\_

Tables, Overhead Projector, Screen, TV/VCR/DVD, Microphone, Easel, Paper (20\$ full pad/10\$ 1/2 pad), Dry Erase Board/markers. Power Point projector: \$15 per day/\$25 per wknd. Please circle requests here.

Other needs: Please be specific and use the back if necessary: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_ Phone \_\_\_\_\_

**Please return ASAP in order to help us to Plan to Meet your Needs!**

Site Manager ☺ Jeffery E. Fry    Food Service Director ☺ Jeff Hoxie

Wesley Woods Conference Center    250 Stam Street    Williams Bay, WI 53191

(262) 245-6631 phone    (262) 245-6649 fax    wesleywoods1955@hotmail.com