

Planning an Event at Lake Logan Episcopal Center

You have found the perfect spot for your upcoming retreat. Whether you are coming for a silent retreat or you have 20 youth looking for a great weekend away from home, LLEC can meet all your needs. Here are a few pointers to help you, the leader, plan a successful retreat.

I. Date — Choose a date, & time with LLEC reservation staff.

II. Housing — What type of housing is available?

A. Youth and/or children

1. 1 adult for every 5, and enough to cover the males and the females
2. Make sure housing meets all the rooming needs of the group.

B. Adults - Do you have enough rooms and beds?

III. Meals — What Meals will you be having at LLEC.

A. What will be your first meal?

B. How many people will eat each meal?

C. Dietary needs (vegetarian, diabetes, vegan, celiac) of the group.

IV. Program — What is your theme?

A. What program will be offered to the participants?

B. Do you have enough extras to do in unexpected open time or inclement weather?

V. Meeting Space — Check on availability!

A. What room do you need for your group?

- | | |
|---|--------------------|
| 1. Lodge Meeting Room | 70 people maximum |
| 2. Celebration Hall | 160 people maximum |
| 3. Dining Hall (A, B, or C) | 80 people maximum |
| 4. Sit 'n' Whittle | 23 people maximum |

B. Dates and times you need it.

C. Room set-up?

VI. Equipment

A. Do you need any prayer books, hymnals, altar, etc for you worship time?

B. Indicate room and date items are needed.

VII. Recreation

A. Lake is open May-October for swimming, fishing, and boating.

B. Do you need our field area for games and free-time?

C. Are you a group that would like to hike?

D. Would you like to use the Low Ropes Course and Alpine Tower? This needs to be set up a month before your arrival. There is an extra fee and a charge for the staff needed to facilitate the two course. Please visit our webpage that discusses the [Alpine Tower Ropes Course](#) for more information and release forms.

Please feel free to call or email us with any questions you might need answered. We are here to help make your retreat a success.

EVENT PLANNER

Group Name _____

Date of Event: _____

Group Leader: _____

E-Mail: _____

Arrival: _____

Departure: _____

Check-in is 4:00 pm/Check-out is 10:00 am. Please call if you will arrive later than 5:30 pm. We invite groups to stay on the grounds until after lunch on the day of departure. We do ask that all personal items be removed from the cabin by 10:00 am so our housekeepers can prepare the space for the next group of guests arriving.

Housing Needs

_____ **# Double Rooms**

_____ **# Single Rooms**

_____ **# Dormitory Rooms**

Double Occupancy is having two people in a room. A single room is a private room for one person. Dormitory rooms have bunk beds and can sleep up to 12 people in each room.

Meals

We serve Breakfast, Lunch and Dinner. Each nightly reservation includes three meals, usually starting with Dinner on the day of arrival. Need an extra meal for the road, or just before you go?

Date	Breakfast	Lunch	Dinner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#Vegetarians _____ **Will they eat fish?** _____ **Chicken?** _____ **#Vegans** _____

Dietary Restrictions _____

Other _____

Breaks and Socials

(See Snack and Beverage Sheet)

Date	Time	Room	Food/Beverage Requested
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meeting Space

Meeting Space Options: [Lodge Meeting Room](#), [Celebration Hall](#), [Dining Room Section](#), or [Sit 'n' Whittle Lodge](#)

Per Meeting Space: \$100 for first full or partial day; \$25 each additional full or partial day

Sit 'n' Whittle Lodge: \$150 first full or partial day; \$50 each additional full or partial day

Room Name	# People	Date & Start Time	Date & End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Equipment Needs

(Please check and indicate number, if applicable. If you have more than one meeting space, please indicate room for checked equipment.)

_____ Prayer Books	_____ Mike/PA System	_____ CD Player
_____ Hymnals	_____ Screen	_____ Tape Player
_____ Piano	_____ Overhead Projector	_____ TV
_____ Cross	_____ Slide Projector	_____ DVD
_____ Eucharist Set	_____ Easel	_____ VCR
_____ Wine & Bread	_____ Paper/Markers	_____ Podium
_____ Masking Tape	_____ A/V Cart	_____ LCD Projector (\$50/per day)

Meeting Room Set-Up

Please make a diagram (s) on additional attached sheet (s) with set-up for each meeting space reserved. Indicate how many tables, chairs, & other equipment and show how you want them placed in each meeting room.

Meeting room tables are 18" X 60" rectangular.

Recreational Activities

(Lake open May—Oct)

Boating _____ **Fishing** _____ **Swimming** _____ **Hiking** _____

Each person must sign a release form before boating. These are available in the office and/or the boat house.

Campfire (\$25 per fire—offered at two sites when there is not a fire ban.) _____

Date & Time _____

Date & Time _____

Date & Time _____

Other _____

See office upon arrival for additional information, guidelines, & arrangements.