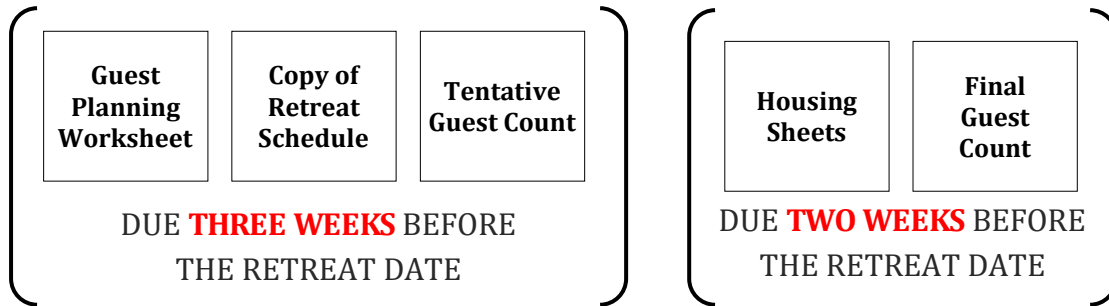


Aldersgate Camps and Retreats

Guest Planning Worksheet

Thank you for choosing Aldersgate to host your retreat. To help us prepare for your retreat, this form will give us all of the needed details. The due dates for this worksheet as well as all of the necessary information we need is below. Aldersgate understands last minute changes and additions may come up.

We are flexible working through the changes with you as needed.



General Info

Name of Church / Organization: _____
 Guest Group Leader / On-Site Contact: _____
 Retreat Dates: _____
 Guest Group Leader / Set-Up Team Arrival: _____ Remaining Group Arrival Time: _____
 Room Check-Out Time (no later than times on contract): _____ Departure Time: _____

Housing

List Lodging / Cabins Being Used
(refer to contract)

Linens (Included in Aldersgate Lodge and optional in Pinewood or Fircrest.): **YES / NO**

Additional Linens (Other than contracted linens. If Yes, please specify below): **YES / NO**

Building	Room/ Cabin	Queen	Twin

Recreation

Reserve Gym Time for Exclusive Use: **YES / NO**

If Yes, Date(s)/Time(s): _____

*The gym is open at all times for our guests, with the exception of exclusive reservations. Reservations are subject to availability.

Reserve Outdoor Fire Pit: **YES / NO**

If Yes, Date(s)/Time(s): _____

Marshmallow Sticks: **YES / NO**

*Reservations are subject to availability

Our paintball course, climbing wall, waterslide and inner tubing are available for an additional fee . Please list any paid recreation requests and times:

Activity	Date(s)	Time(s)
Paintball		
Climbing Wall		
Waterslide		
Inner Tubing		

Meeting Space

Please make as many copies of this as you have meeting rooms

Meeting Room: _____

-Registration: **YES / NO** Location in Room: _____ Tables/Chairs: ___ / ___

-Meeting Room Layout: _____ Podium: **YES / NO**

Number of Chairs: _____ Number/Location of Tables: _____

-Projection: **YES / NO** If Yes, Connection?: **HDMI / VGA** If Yes, Audio?: **YES / NO**

Number of Microphones: _____ Microphone Stands: _____ Music Stands: _____

-Other meeting room requests or notes: _____

Meeting Room: _____

-Registration: **YES / NO** Location in Room: _____ Tables/Chairs: ___ / ___

-Meeting Room Layout: _____ Podium: **YES / NO**

Number of Chairs: _____ Number/Location of Tables: _____

-Projection: **YES / NO** If Yes, Connection?: **HDMI / VGA** If Yes, Audio?: **YES / NO**

Number of Microphones: _____ Microphone Stands: _____ Music Stands: _____

-Other meeting room requests or notes: _____

Meeting Room: _____

-Registration: **YES / NO** Location in Room: _____ Tables/Chairs: ___ / ___

-Meeting Room Layout: _____ Podium: **YES / NO**

Number of Chairs: _____ Number/Location of Tables: _____

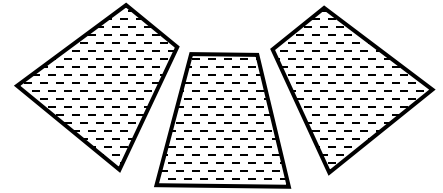
-Projection: **YES / NO** If Yes, Connection?: **HDMI / VGA** If Yes, Audio?: **YES / NO**

Number of Microphones: _____ Microphone Stands: _____ Music Stands: _____

-Other meeting room requests or notes: _____

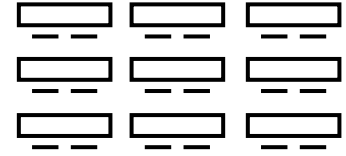
Meeting Room FAQ

- ◆ **Where is AV and projection available?** AV equipment is available for; Oakwood Auditorium, Oakwood A, Fireside Room, Pinewood Meeting, and Fircrest Meeting. Limited equipment available elsewhere. Oakwood Auditorium, Oakwood A and Fircrest Meeting have a ceiling mounted projector. Fireside Room and Pinewood Meeting have a mounted TV for projection.
- ◆ **Do you have wireless mics?** Yes, we have a limited number of wireless and lapel mics, upon request
- ◆ **What other sound equipment is available?** Limited direct boxes, XLR cords, power strips and extension cords available upon request. Monitors are available in Oakwood Auditorium.
- ◆ **How long are the tables?** Oakwood Auditorium has 8' tables. Cedarwood Chapel, Fireside and Pinewood have 6' tables. Fircrest Lodge has 5' round tables.
- ◆ **Can we hang decorations on the wall?** Blue painters tape must be used to hang all signs, decorations and posters. If you have something large, please make arrangements with Guest Services **before your arrival**. Please do not use tacks, pins, nails, duct tape, scotch tape or regular masking tape.



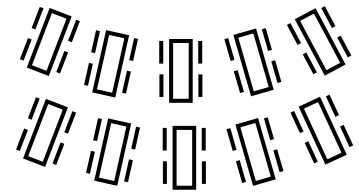
- Theater -

Rows of chairs facing the front



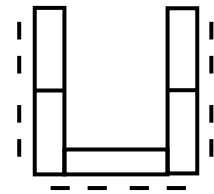
- Classroom -

Tables with chairs facing the front



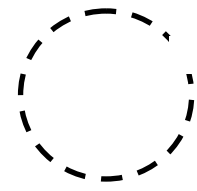
- Modified Classroom -

Tables with Chairs facing vertically towards front



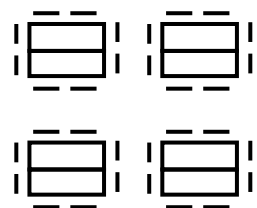
- U-shape -

U-shape of tables with chairs around the outside



- Circle -

Circle of chairs facing in with an opening



- Pods -

Small squares with chairs around them

Food Service

Aldersgate Food Service offers a broad spectrum of menus served buffet or cafeteria style.

We are able to accommodate most guests with specialty medical dietary needs with our wide variety and selections. A refrigerator/freezer and microwave are available in our Dining Hall, Pinewood Meeting and Fircrest Meeting to store and reheat pre-prepared foods brought to supplement more complex dietary needs. Details below.

Group Counts

Tentative Full Time Guest Count: _____

Part-Time Guest Counts: (Please list the day and how many additional guests for each meal)

Day	Breakfast	Lunch	Dinner

Coffee Service

ADULTS: Coffee Service is included in the Fireside Room, Fircrest Meeting, Pinewood Meeting and always available in the dining hall. Would you like the included coffee bar service in your meeting room? **YES / NO**

ADULTS: Coffee Service is NOT included in Oakwood Auditorium and Cedarwood Chapel. But can be available for an additional \$3.00/person. If you are using the Auditorium or Chapel for meeting, would you like to add on a coffee bar? **YES / NO**

YOUTH: If you have youth in your group, would you like to make the coffee bar(s) available to them? See contract for specific rates. **YES / NO**

Dietary Needs

We offer **five primary medical dietary options**: no gluten added (non-celiac), no dairy, no nuts or peanuts, vegetarian or vegan (limited menu). For more information, please see our Allergen Statement, page 4.

Dietary Option	Number of Guests
No Gluten Added	
No Dairy	
No Nuts or Peanuts	
Vegetarian	
Vegan	

If a guest has complex dietary needs they can contact our guest services coordinator directly at gsinfo@aldersgateretreat.com to discuss possible accommodations

If a guest group is in need of a special diet menu for the majority of the group, Aldersgate Food Service will do our best to accommodate those specific needs as they become necessary. Some extra cost may be incurred for this service. Please contact Guest Services for this request.

Communion Service

We offer Communion Service at \$.40 per person

Communion Service: **YES / NO**

Location: _____

Day/Time: _____

Aldersgate Food Services Explained...

Allergen Statement

Aldersgate Food Service locations contain most common allergens frequently in contact with food. Since allergens are present in our facilities, cross-contact can easily occur. We cannot guarantee any item to be "allergen free" as it relates to prepared menu items. We suggest that you inform the Food Service "Person in Charge" at your meal time and inquire of any allergens prior to partaking of the menu item.

Peanuts or Nuts

Peanuts and nuts are found and used in our facility. If there are known severe allergies requiring Epi-pens or medical attention, we will do our best to abstain from setting out products that contain any kind of nuts or peanuts during the duration of the guest groups stay. It is impossible to guarantee that any menu item will be completely free of nuts or nut allergens, or manufactured in a nut-free facility.

Shellfish

Aldersgate Food Service occasionally utilizes and serves shellfish and seafood proteins. These products are typically labeled as to their ingredients. Shellfish and seafood allergenic protein may be on equipment surfaces and come in contact via unforeseen cross-contamination.

Soybean Oil

Most of our grilling oils, salad dressing, and mayonnaise-based products contain soybean oils. Soy products and soybean oil may be on equipment surfaces and come in contact via unforeseen cross-contamination. Some products used may have soybean oil and soy lecithin, even if products are not labeled as such.

Gluten Sensitive

Gluten can be found in many Aldersgate menu items, and is served on our buffet lines on a regular basis. Aldersgate Food Service has an active bakery, and all items within our facilities can easily be cross-contacted during production and preparation. Although we make good effort to guard our guests' health and well being, gluten may be on equipment surfaces and come in contact via unforeseen cross-contamination at any time during the production or serving process.