

SUMMARY OF OUR RETREAT

Name of Group _____ Church/Organization _____ Coordinator _____

Exact Number _____ Arrival Date _____ Time _____ Departure _____ Time _____

Mail or fax this form and your schedule to arrive no later than _____

Use of facilities, equipment and activity areas is on a scheduled basis and must be made in advance.

Area	Site	Date	Time	A/V Equipment	#'s	Location	Sports Equipment
Bonfire Site	_____	_____	_____	TV/VCR	_____	_____	Softball equipment _____
Vesper Point	_____	_____	_____	Screen	_____	_____	Boating equipment _____
Peace Chapel	_____	_____	_____	Overhead	_____	_____	Basketball _____
				PA	_____	_____	Volleyball _____
				16MM Projector	_____	_____	Football _____
				Slide Projector	_____	_____	Other _____

Class Room(s) Set up: #Chairs _____ #Tables _____ Please attach a diagram for special room arrangements.

PLEASE NOTE: Food purchase and meal preparation is based upon the following information. Credit is not given for meals missed.

Meal Schedule

Adults(For meal purposes, adults are 11 years of age and up)

Meal	Times	Example					
		4-15-01					
Breakfast	8:00 a.m.	25					
Lunch	12:00 p.m.	34					
Supper	5:30 p.m.	14					
Meals	Times	Example					
Date		4-15-01					
Breakfast	8:00 a.m.	7					
Lunch	12:00 p.m.	2					
Supper	5:30 p.m.	0					

For Additional Costs:

Coffee setup – For how many? _____ How many times? _____

Communion Requests: Juice # _____
 Bread # _____
 Wafers# _____

Cups & Trays # _____
 Chalice # _____
 Paten # _____

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