

LONG LAKE CONSERVATION CENTER
RETREAT PLANNER

Dates reserved at Long Lake Conservation Center: _____

Type of event _____

Group Name _____ Coordinator Name _____

Address _____ City _____ State _____ ZIP _____

Business phone _____ Home phone _____

Fax _____ E-mail _____

When/where is best to reach you? _____ & _____

Number of Participants _____

Individuals with Special Needs _____

Meals: Please list the days, check the meals required, write in menu choice, and check preferred time.

	Day 1 _____	Day 2 _____	Day 3 _____	Day 4 _____
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Breakfast time __ 8:00 a.m. __ 8:30 a.m. __ 9:00 a.m.

Brunch time __ 10:00 a.m. __ 10:30 a.m.

Lunch time __ 12:00 p.m. __ 12:30 p.m. __ 1:00 p.m.

Dinner time __ 5:00 p.m. __ 5:30 p.m. __ 6:00 p.m.

Meal service: family-style or buffet style

Dietary considerations (vegetarians, allergies, etc) _____

Estimated arrival time _____ Estimated departure time _____

Price quote _____ Date of contact _____

Facility needs _____

Massage Therapist or other special services _____

Equipment needs _____

Equipment available: TV and VCR, overhead projector and screen, flip charts, white boards, markers.
Is there something else you need? Please ask us about it.

Please mail or fax this form to us at least two weeks prior to the start of your event.

LONG LAKE CONSERVATION CENTER; 28952 438TH LANE; PALISADE, MINNESOTA 56469
TELEPHONE: 1-218-768-4653; 1-800-450-LLCC (5522); FAX: 1-218-768-2309