

RETREAT CENTER, CHAPLAIN-LED SINGLES RETREAT
STATEMENT OF WORK
21-22 September 2018
USTC, SCOTT AIR FORCE BASE, ILLINOIS

1. DESCRIPTION OF SERVICES: To provide all labor necessary to perform the services specified for the items in paragraph 2.

2. SERVICE DELIVERY SUMMARY:

a. Scope of Work. The contractor shall be responsible for providing single occupancy lodging for one night, meals, and meeting areas for an estimated 25 people no children.

b. Requirements. Property shall be a retreat center and have availability 21-22 September, a ropes course, meeting room, and be within a 2 hr drive of Scott AFB IL. Required Contractor shall provide all accommodations, including food, lodging, and meeting rooms.

1. The contractor shall have one conference rooms available for use for retreat events.

(1) The meeting room will have all the necessary AV (speakers, wireless mikes, screens with projector or Large Screen TV, extension cords, podium and tables for, registration and books, in the meeting rooms with tables and chairs for forty adults) and drinks and snacks during the training. Adult Meeting Room to be available to the attendees and Staff 1800-2000 on day 1 and 0700-1200 on day 2.

2. The contractor will provide buffet meals for the following:

- (1) Friday, 21 September 2018, 1730-1830, Dinner
- (2) Saturday, 22 September 2018, 0800-0900, Breakfast
- (3) Saturday, 22 September 2018, 1200, Lunch

3. Contractor will provide labels for the purpose of allergy concerns.

4. The contractor shall have personnel available and/or on call at all times for setup, cleanup, and general assistance in all activities.

5. Changes and Cancellations: The TRANSCOM Chaplain will notify the Contractor of need to cancel NLT 72 hours prior to the first night of the event.