



 WATERSEGE
ENCAMPMENT
Program Packet



In order to communicate as thorough as possible, here is a list detailing what information WEE will need and the timeline for each request. If you have any questions concerning the following, please feel free to call our office (936) 546-0700.

Upon Booking

1. Paid Booking Deposit (\$200 non-peak season, *\$500-\$750 peak season)
2. Signed & Completed Contract

6 Weeks Prior or Before

1. Notice of any 3rd party services for Recreation (if applicable)
2. Recreation Form (if applicable)
3. Freedom Hall Form (if applicable)
4. Keeper's Den Form (if applicable)

2 Weeks Prior to Your Arrival or Before

1. Camp Schedule
2. Finalized # of campers for food orders
3. Completed list of food allergies for campers in your group
4. Completed list of any special services you may need from WEE

Upon Arrival

1. A copy of your church insurance
2. A signed WEE waiver for every camper (minors & adults)
3. Finalized Schedule for Your Event
4. Proof of Child Abuse Awareness Course for Every Adult
5. Signed Damage Agreement

Upon Departure

1. Full Payment (Cash / Cashier's Check / Check / Money Order)
Credit Cards are NOT Accepted
2. Signed Departure Form / Invoice
3. A 15% charge will be added to groups leaving campus without having paid for services in full

*exclusive campus rights require \$750 during peak season (June-August)



Freedom Hall Use and Setup Form

In order to better coordinate and prepare for your group, please fill out the following requests and turn it in to our office 3 weeks prior to your arrival at WEE. Forms turned in after the requested date will not be allowed to utilize stage equipment and adjoining sound system.

Stage Equipment Needed

Please list item quantity and/or check whether the item is needed

DI Box(es) _____

Wireless headset mic _____

Drum mic kit Y or N # of mics _____

Music Stands _____

Instrument mics _____

Guitar Stands _____

Preaching Podium Y or N _____

Microphone stands _____

Instrument Cables _____

Boom Mic Stands _____

1/8" jacks/ ipod jack _____

Monitor Channels _____

Wired vocal mics _____

Carpet for drums Y or N

Wireless vocal mics _____

Stools for stage _____

Stage Setup

Please provide a Sketch of your stage layout so we can set wires and equipment in its proper place prior to your arrival – label where you would mics, cables, instruments, etc..

Please provide the name and contact number for someone who will be able to answer any questions regarding stage setup.

How many people will you need to seat for worship? _____

Please choose a layout for worship (*circle your selection*): Write beside your selection any special needs you may have

Option 1



Option 2



Option 3



Are there any special requests you may have for the worship center?

Do you need any additional tables set for merchandise / promotional materials, etc.?

of 6ft tables? _____

Special Notes

An HDMI Connection is required to connect to the projector

Campers must provide their own computer to run the media system

Under NO CIRCUMSTANCE are you allowed to reroute system audio wires in the main system (i.e. subs / dbx rack / patch panels /etc.) even if you have the expertise to perform such tasks. We have specially configured the system in a manner to provide the most versatility and best sound for every group that comes to WEE. Any alterations to the system will result in a fine.

Group representative

Date



The Keeper's Den and Setup Form

In order to better coordinate and prepare for your group, please fill out the following requests and turn it in to our office 3 weeks prior to your arrival at WEE. Forms turned in after the requested date will not be allowed to utilize stage equipment and adjoining sound system.

Stage Equipment Needed

Please list item quantity and/or check whether the item is needed

DI Box(es) _____	Wired mics _____
Instrument mics _____	Music Stands _____
Preaching Podium Y or N _____	Guitar Stands _____
Instrument Cables _____	Microphone stands _____
1/8" jacks/ ipod jack _____	Boom Mic Stands _____

What instruments will be set up in the Keeper's Den?

Guitars _____	Keyboard _____
Drums _____	Other _____

How many vocalists will need microphones? _____

Please sketch a diagram of your stage layout for correct audio placement:

We do not set a stage in the Keeper's Den, but if you need stools for musicians / speakers, they can be provided. # of stools needed _____

An HDMI Connection is required to connect to televisions
Guest must provide their own computer to run the media system.

How many people will you need to seat for worship? _____

Please choose a layout for worship (circle your selection): Write beside your selection any special needs you may have

Option 1



Option 2





Recreation Field Setup and Equipment Needs

Please check all of the activities that you would like to utilize during your retreat

Please NOTE that some activities may not be available during your stay due to inclement weather, damage, notices, etc.

- | | |
|---|--|
| ☐ Gaga Ball | ☐ Canoeing |
| ☐ Swimming Pool | ☐ Paddle Boats |
| ☐ Outdoor Movie Screen | ☐ Ultimate Frisbee |
| ☐ Axe Throwing | ☐ Firepit |
| ☐ Sand Volleyball | ☐ Hayrides |
| ☐ Blacklight Dodgeball | ☐ Bonfire |
| ☐ Frisbee Golf | ☐ Zipline |
| ☐ Mud Pit | ☐ Spikeball |
| ☐ Lasertag | ☐ 9 Square in the air |
| ☐ Fishing | ☐ Archery |
| ☐ Flag Football | ☐ Horseshoes |
| ☐ Baseball | ☐ Silent Disco |
| ☐ Kickball | |

Please list any special needs or games you will be having while on campus:

Waters Edge also has several third party recreation companies that can provide alternate recreational activities such as inflatables, team building, etc. If you would like more information, please let us know.

Dining Hall

Hours of Operation

Meals will be served during the following time slots only. Please choose the times you would prefer meals to be ready in order to coordinate with your schedule:

Circle One

Breakfast times – 7:30, 8:00, 8:30

Lunch times: 12:00, 12:30

Dinner: 6:00, 6:30, 7:00

Snack Shack Hours – varies according to camp programming
(please list times you would like us to open the gift shop and snack shack)

Group Specifics

of people _____

Please indicate how many occurrences of each will occur during your event

Breakfast: _____ Lunch: _____ Dinner: _____

Special Restrictions

*If you have students or adults that have special dietary restrictions, you must fill out the proper form and submit to WEE staff two weeks prior to arriving on campus for your event

Please list any special requests / information you think may be important to share with the WEE staff

Please list the names and information of all campers who have food allergies so we can properly prepare

Camper Name: _____

Food Allergy(ies):

Camper Name: _____

Food Allergy(ies):

Camper Name: _____

Food Allergy(ies):

Camper Name: _____

Food Allergy(ies):
