



Shell Lodge Event & Adventure Company, LLC

www.corporate-events-in-wy.com

in conjunction with:

The Hideout at Flitner Ranch

Trapper Lodge / Upper Hideout / Snowshoe Lodge

P.O. Box 165

Shell, Wyoming 82441-0206

Phone: 307-765-2872, Fax: 307-765-2896

Corporate Questionnaire / Request for Proposal

Fill in the blanks, Check off the boxes, then Fax Form to: 307-765-2896

Part I: Basic Info

Date when you need to receive proposal by: _____

Name of Company: _____

Company Website: _____

Industry: _____

Name of Contact Person for Event Planning: _____

Job Title: _____

Are you the decision maker? Yes No

Phone Number(s)

Landline: _____

Cell: _____

E-mail: _____

Type of Corporate Event (please indicate primary purpose):

Executive Retreat Strategic Planning Leadership Teambuilding

Mission Statement Acknowledging / Rewarding Top Producers

Sales & Marketing Motivational Key Accounts

Other: _____

How many people in your group? _____

(Note: Consider our maximum guest capacity is 40 people.)

Your Reference Name for Event: _____

Dates for Event:

Sessions from _____ to _____, with

Arrivals on _____ and Departures on _____.

Are these dates flexible?

No Yes, alternate date span(s): _____

Part II: Key Questions

When it's over, what do you hope to accomplish? _____

How you will measure the "success" of this venture? _____

Would you consider a somewhat flexible agenda (dependent on weather, ranch environment etc.)? Yes No Not Sure Do you have any concerns about working with horses in this event? Yes No Not Sure

Do you need meeting facilitators or specialized consultants?

Yes No Not Sure [see Part IV]

Part III: Activities & Adventures

The following activities are typically part of our corporate package rates:

- Fun, informative orientation in Western riding, careful matching of horse and rider for a safe, enjoyable and meaningful ranch experience.
- Designated photographer
- Plenty of horseback riding, participation in cattle drives
- An evening of live musical entertainment by a professional cowboy recording artist
- Steak cook-out (outdoors when weather permits)
- On premises catch and release fly fishing (your tackle or rental)

Other on-premise activities are available at reasonable rates. Please quote costs per person for:

- Rifle range
- Trap shooting
- Western Clothing (via gift certificate)

Guided tours, excursions and pack trips can be arranged with advance notice. Please quote costs per person for:

- Photographic workshop/expedition
- Hiking (novice to expert)
- Mountain biking
- Snowmobiling
- Hunting
- Fly fishing
- Helicopter rides
- Yellowstone Nat'l Park
- Airboat river rides
- Cody Rodeo
- Buffalo Bill Historical Center (five-museum complex in Cody, Wy)
- Other: _____

Remember, it's the shared activities and adventures that produce the best results within your group. Don't shortchange your people, book your greatest corporate adventure today!

Part IV: Meeting Needs & Logistics

Communications: Most of our accommodations provide high-speed / wireless internet access. Cellular phone service can be spotty at best. Local calls are available at no charge. Long distance calling cards are available at our gift shop.

Shall we figure in LD calling cards for each person? Yes No

Other than a meeting room for the entire group, do you anticipate the need for break-out rooms?

No Yes, # _____ separate break-out rooms, please.

A / V equipment :

_____ Flip Chart(s), for what days _____

_____ LCD Projector(s), for what days _____

_____ Sound system, for what days _____

_____ Microphone(s), for what days _____

Technical assistance with A / V, computer equipment?

Yes No Not Sure

Do you require Stationery and/or Pens?

No or Your company's stationery & pens

Yes, please provide:

____ Stationery & pens

____ Custom-designed, event-related items wanted, as follows:

Meeting Facilitators Needed? Yes No Not Sure

Additional or already part of the group? _____

_____ add'l, skilled in? _____

Your company will arrange

Please include in this proposal

Any language translation services needed? No Yes, language(s):

Spanish French Dutch German Italian

Other: _____

Meeting handouts and/or certificates, mementos or any other record of this corporate event that you need us to attend to for you? No Not Sure

Yes, as follows: _____

Part V: Transportation & Lodging

Lodging Accommodations							
Please indicate # of guest rooms needed for total # _____ persons for the following nights of the week:							
Occupancy	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Single							
Double							

Transportation Logistics

Will your group arrive together, have same stay and depart all in the same manner? Yes No Not Sure

Do you want to make all the transportation arrangements to and from
 Yes No Not Sure

Would you like us to make recommendations based on the basic info and responses to key questions provided above, along with your responses indicated below, noting their costs?

Yes No Not Sure

Will your group be flying to get to the event?

Yes No Not Sure

If so, please indicate whether: Commercial flights

Charter flights Private/corporate aircraft

If commercial airport: Cody WY (recommended)

Sheridan WY Billings MT

Or nearest airstrip that accommodates private and charter aircraft:

Greybull WY (heated hangars available)

Would your group need ground transportation to and from airport(s)?

Yes No Not Sure

Will your group be arriving by chartered bus, rental vehicles or some other non-air transportation?

Does anyone in your group require special assistance, ie... translation services, specialized AV, handicapped access or dietary restrictions?

No Yes, please specify: _____

Other transportation related questions, comments or concerns?

Part VI: Food & Refreshments

We offers inclusive corporate packages, which include:

- Luxurious accommodations & guest amenities
- Complimentary welcome snack baskets
- Complimentary toiletries, bathrobes for guest use
- Three hearty meals a day prepared by our culinary-schooled chefs
- Evening cocktails & appetizers

There are items stocked in fridge and mini bar set-up in guest rooms (items charged per consumption).

Any other in-room corporate gifts/welcome packages (e.g., flowers, champagne) that you want us to provide?

No Yes, as follows: _____

Refreshments for # _____ mid-afternoon breaks that you foresee for the following day(s): _____

Which should consist of the following ...

Drinks: Coffee & Tea Juice & Soft Drinks Bottled Water

Snacks: Cookies Fruit Cheese & Crackers

Part VII: Comments or Questions?

Please fax completed form to us at 307-765-2896. If you prefer to discuss details over the phone, please call 307-765-2872 or email your companys RFP document to info@thehideout.com. Thank you! We look forward to welcoming your team.

© 2007 SLE&AC, LLC. All rights reserved.