

## Statement of Work

### WARRIOR & FAMILY SERVICES - SURVIVOR OUTREACH SERVICES

Iowa Military Survivor Weekend Reunion

17-19 July 2026 – Storm Lake, IA

(Alternate Date: 24-26 July 2026)

#### **Lodging:**

50 **sleeping rooms** on **Friday night**.

50 **sleeping rooms** on **Saturday night**.

#### **LODGING REQUIREMENTS:**

1. Any miscellaneous room charges incurred including, but not limited to, rollaway beds and telephone calls are the responsibility of the attendee/occupant of the room.
2. Attendees will supply credit card information at time reservation is made. Cancellation of rooms will be the responsibility of the attendee.
3. Rooms must be cleaned each day unless otherwise specified by the event participants or staff.
4. Resort must provide flat room rates for both single and double occupancy rooms; firm-fixed and all-inclusive of required lodging taxes and resort fees. Total cost shall include any applicable service charges, parking fees, etc.
5. **As this will be a registration process event, the Iowa National Guard Warrior & Family Services Branch requests the flexibility to release all unused sleeping rooms two (2) days prior to the event date without penalty.**

#### **MEETING SPACE REQUIREMENTS**

1. **Registration/Staff area:** One (1) registration/staff area set up in a foyer/lobby-type location outside of Ballroom Room. Registration/Staff area from Friday, 7/17/26 through Sunday, 7/19/26. Two (2) 6-foot tables, four (4) chairs.
2. **General Session Room:** One (1) General Session Room Friday, 7/17/26 12:00 p.m. – 9:00 p.m., Saturday, 7/18/26 7:00 a.m. – 9:00 p.m., Sunday 7/19/26 7:00 a.m. – 5:00 p.m. set up for up to 120 with the following specifications: equipped with sound system w/microphones and screen for presentations for Saturday only. Venue should provide extension cords and electrical outlets. Provide seating for up to 120 people at round tables with table covers, placed in the center of general session for attendees. Provide ten (10) 6-foot rectangular tables with table covers along one side of perimeter for Remembrance Tables. Provide four (4) 6-foot rectangular tables with table covers and four (4) chairs arranged at the other side of perimeter for Resource tables. Provide two (2) waste cans for area. Small table or cart for projector on Saturday only. Small round table and chair with table cover for Fallen Comrade table setting to be in place all three days.
3. **Youth Room:** One (1) breakout room set up for Saturday 7/18/26 from 7:00 a.m. – 9:00 p.m., with the following specifications: Breakout room must each be set up to accommodate up to 25 people; set up

with round table seating. Provide two (2) 6-foot rectangular tables with table covers arranged along the perimeter.

4. **Activities:** Ability to work with Resort Event Planner to schedule activities offered at resort for our group specifically for Saturday after lunch. Resort Event Planner to be available during event.

### **Catering Requirements:**

As this is a registration process event, the Iowa National Guard Warrior & Family Services Branch requests the flexibility to submit final meal counts fourteen (14 days) prior to the event date without penalty.

### **DINNER REQUIREMENTS Friday, 7/17/26:**

Dinner will be setup Friday, 7/17/26 at 6:00 p.m. to 7:30 p.m. with the following specifications:

- QTY: up to **120** meals
- Hot Buffet-Style Family Dinner
- Meal must be served in the foyer/lobby area outside of General Session Room and set up to eat in the General Session Room
- Two (2) serving lines must be established for more efficient meal distribution
- Dinner meal must consist of the following:
  - Meat Selection
  - Vegetarian Option
  - Vegetable Selection
  - Pasta or Potato Selection
  - Salad (with assorted dressings and appropriate condiments)
  - Bread Selection
  - Dessert Selection
  - Assorted beverage selection to include the following: water, coffee (reg & decaf), iced tea, lemonade.
- **Water must be available and replenished from 4:00 pm through 8:00 pm.**

### **BREAKFAST REQUIREMENTS Saturday 7/18/26:**

Breakfast will be set up Saturday, 7/18/26 beginning at 7:30 a.m. 9:00 a.m. with the following specifications:

- QTY: up to **120** people
- **Hot Buffet-Style Family Breakfast**
- Meal must be served in the foyer/lobby area outside of General Session Room and set up to eat in the General Session Room
- Two (2) serving lines must be established for more efficient meal distribution
- At a minimum, breakfast meal must consist of the following:
  - One (1) Meat Selection
  - One (1) Egg Selection
  - One (1) Starch Selection (Chef's Choice)
  - One (1) Bread Selection (with butter)

- One (1) Fruit Selection (Chef's Choice)
- Assorted beverage Selection to include the following: water, milk, coffee (reg & decaf), iced tea, fruit juice
- **Water must be replenished throughout the day**

**LUNCH MEAL REQUIREMENTS Saturday 7/18/26 (GENERAL SESSION):**

Lunch will be setup Saturday, 7/18/26 at 12:00 p.m. – 1:30 p.m. with the following specifications:

- QTY: up to **120** meals
- Hot Buffet-Style Lunch
- Meal must be served in the foyer/lobby area outside of General Session Room and set up to eat in the General Session Room
- Two (2) serving lines must be established for more efficient meal distribution
- Lunch meal must consist of the following:
  - Meat Selection
  - Vegetarian Option
  - Vegetable Selection
  - Pasta or Potato Selection
  - Salad (with assorted dressings and appropriate condiments)
  - Bread Selection
  - Dessert Selection
  - Assorted beverage selection to include the following: water, coffee (reg/decaf), iced tea, lemonade
- **Water must be replenished throughout the day**

**DINNER MEAL REQUIREMENTS Saturday 7/18/26:**

Dinner will be setup Saturday, 7/18/26 at 5:30 p.m. – 7:00 p.m. with the following specifications:

- QTY: up to **120** meals
- Hot Buffet-Style Family Dinner
- Meal must be served in the foyer/lobby area outside of General Session Room and set up to eat in the General Session Room
- Two (2) serving lines must be established for more efficient meal distribution
- Dinner meal must consist of the following:
  - Meat Selection
  - Vegetarian Option
  - Vegetable Selection
  - Pasta or Potato Selection
  - Salad (with assorted dressings and appropriate condiments)
  - Bread Selection
  - Dessert Selection
  - Assorted beverage selection to include following: water, coffee (reg/decaf), iced tea, lemonade
- **Water must be replenished throughout the evening**

## **BRUNCH MEAL REQUIREMENTS Sunday, 7/19/26:**

Breakfast will be set up Sunday, 7/19/26 beginning at 8:30 a.m. – 10:00 a.m. with the following specifications:

- QTY: up to **120** people
- **Hot Buffet-Style Family Breakfast**
- Meal must be served in the foyer/lobby area outside of General Session Room and set up to eat in the General Session Room
- Two (2) serving lines must be established for more efficient meal distribution
- At a minimum, breakfast meal must consist of the following:
  - One (1) Meat Selection
  - One (1) Egg Selection
  - One (1) Starch Selection (Chef's Choice)
  - One (1) Bread Selection (with butter)
  - One (1) Fruit Selection (Chef's Choice)
  - Assorted beverage Selection to include the following: water, milk, coffee (reg & decaf), iced tea, fruit juice
- **Water must be replenished throughout the day**