

Are you ready
to experience a
NEW KIND of retreat
& conference center?

W. E. Skelton 4-H Educational Conference Center at Smith Mountain Lake

Retreat and Conference
Planning Guide





ESCAPE *the ordinary.*

A new and refreshing location for your next event!

Looking for a change of pace? A unique place to get away from the hustle and bustle? Are you ready to experience a productive and focused event? Look no further than the *Skelton 4-H Educational Conference Center* at Smith Mountain Lake in Franklin County, Virginia.



Hahn Welcome Center

The Center's 120-acre shoreline provides a beautiful and peaceful setting for any function. Near the Roanoke and Lynchburg, Virginia airports, the facility is just a short drive from Northern Virginia and the North Carolina Triad. It's an undiscovered treasure that may be the perfect location for your next group event.

When you visit, you'll discover a unique multi-purpose conference center able to handle almost any meeting, retreat, reunion, or social function. Up to 400 people can eat or gather in the Center's dining and auditorium facility.

WHAT DO OUR CLIENTS SAY?

"For professionals our age who have been working in higher education as long as we have, the facility matters. The Skelton 4-H Conference Center staff has always been amazing... there is no reason we would not return year after year."

Byron Hughes – Virginia Tech Director of Sorority and Fraternity Life



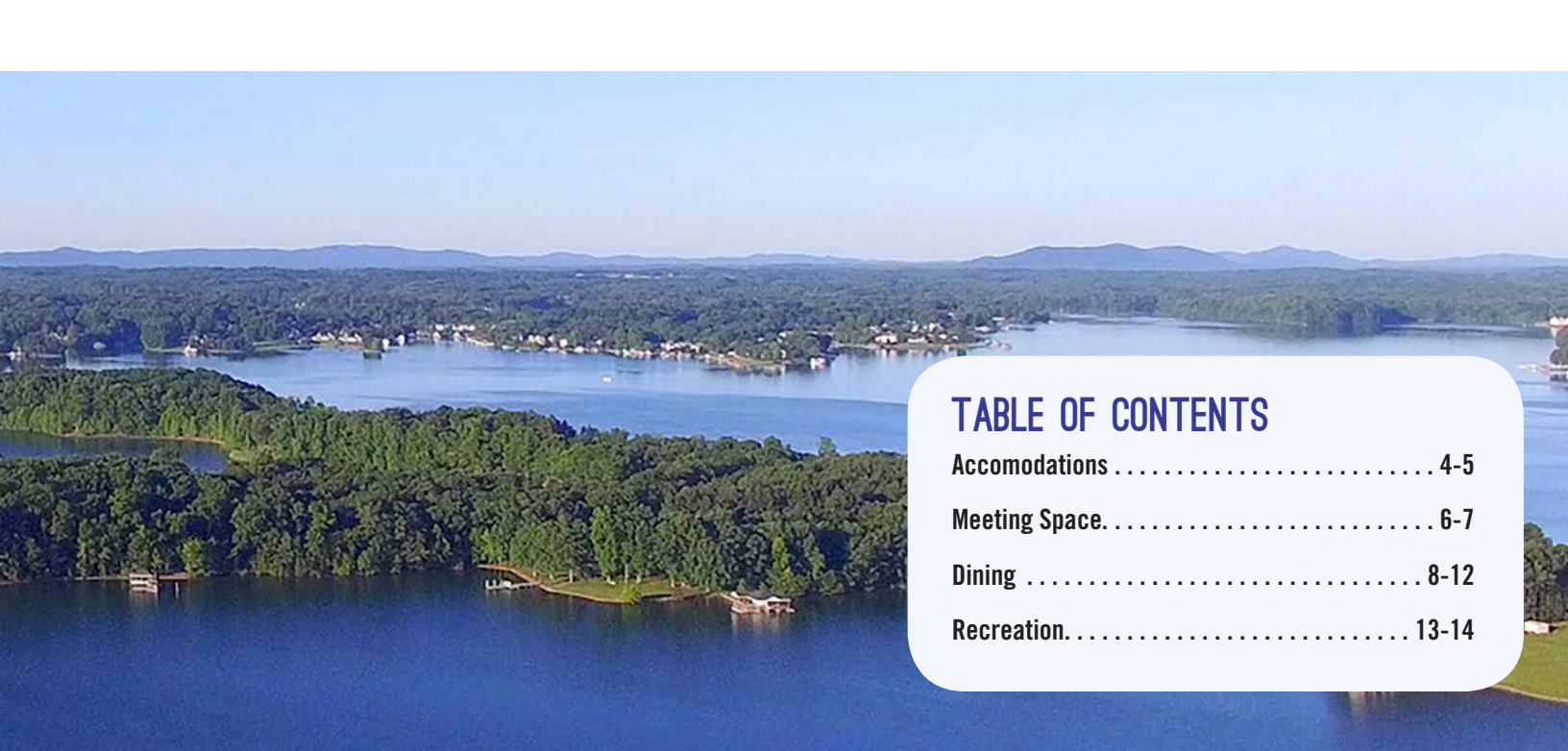


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The center has a combination of amenities you *won't* find most anywhere else: canoeing and kayaking – outdoor amphitheater – nature trails – two picnic shelters – mini-golf course – challenge course – archery range – riflery range – campfire circle – sports field – a pool – basketball, volleyball and tennis courts – and breathtaking beauty from wherever you look.

The Center has 57 lodging rooms with private baths to accommodate up to 220 guests. There is one executive suite, plus dormitory-style lodging for an additional 220 people if needed.

Most importantly, the center provides a place for you and your guests to focus on important business while getting away from unscheduled visitors, annoying phone calls, and other distractions. You'll enjoy all these benefits while you relax knowing that a trained, professional staff is handling every detail of your meeting at the most affordable cost anywhere.

Call today to investigate further! A skilled conferencing staff will help you arrange your next event.

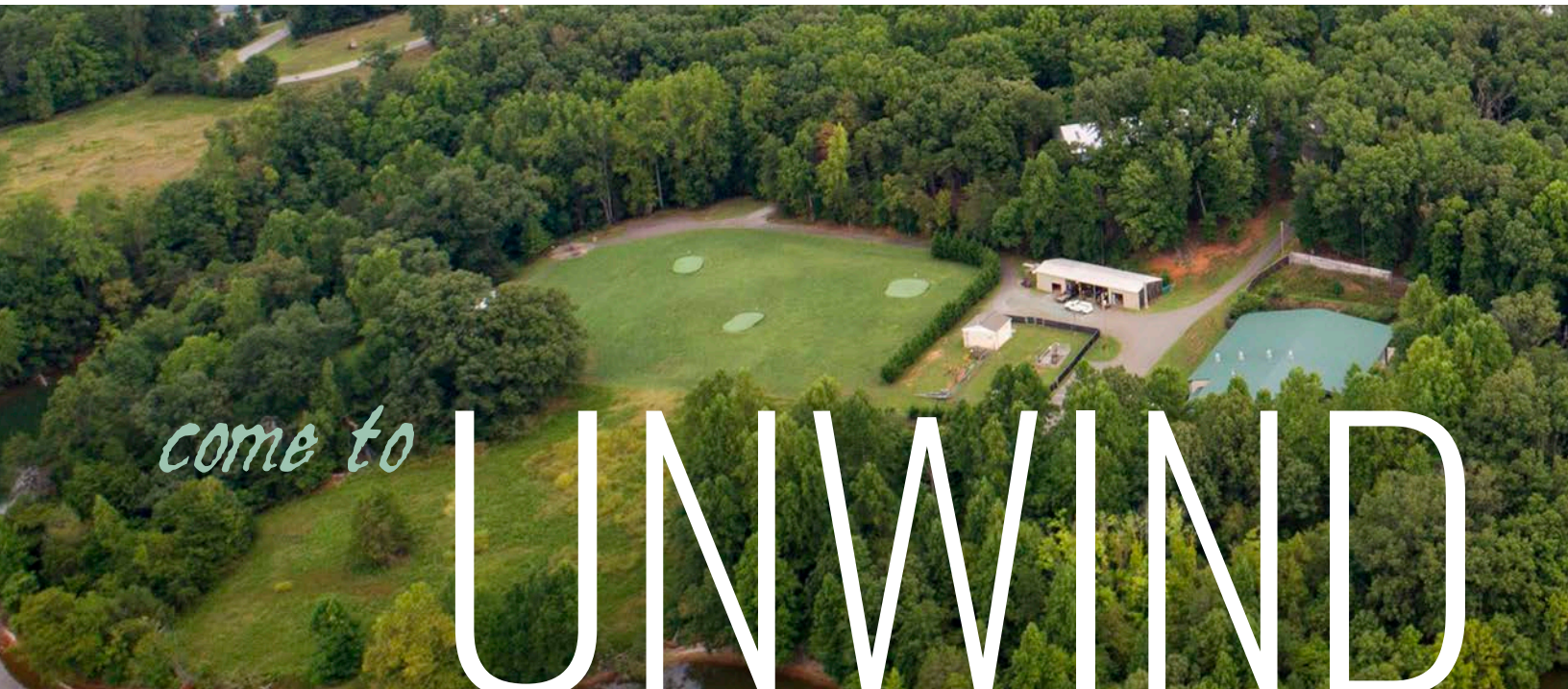
WHAT DO OUR CLIENTS SAY?

"We ended our day around the campfire just sitting around sharing stories of our experiences of why we all work at the YMCA, and why we like to come together in a space that gives us an opportunity to exchange great ideas... I think that once you go there and look at what they have to offer you'll definitely want to take your employees there."

*Dale Parris – Director of Development,
YMCA of the Roanoke Valley*



find out what you're missing...
COME FOR A VISIT. 540.721.2759



come to

UNWIND



Skelton Suite

ACCOMMODATIONS

The majority of our guests are housed in hotel-style lodges that accommodate up to four guests per room. The larger *Reid Jones Jr. Lodge* has 38 rooms, each with one full bed, two twin beds and a trundle bed – an accompanying suite has three queen beds. The *Hepler-Jamison Lodge* has 15 rooms, each with two twin beds and one set of bunk beds – an accompanying suite has two double beds and a sofa sleeper, and one additional room has one twin and one full bed.



Reid Jones Jr. Lodge

QUICK LODGING FACTS

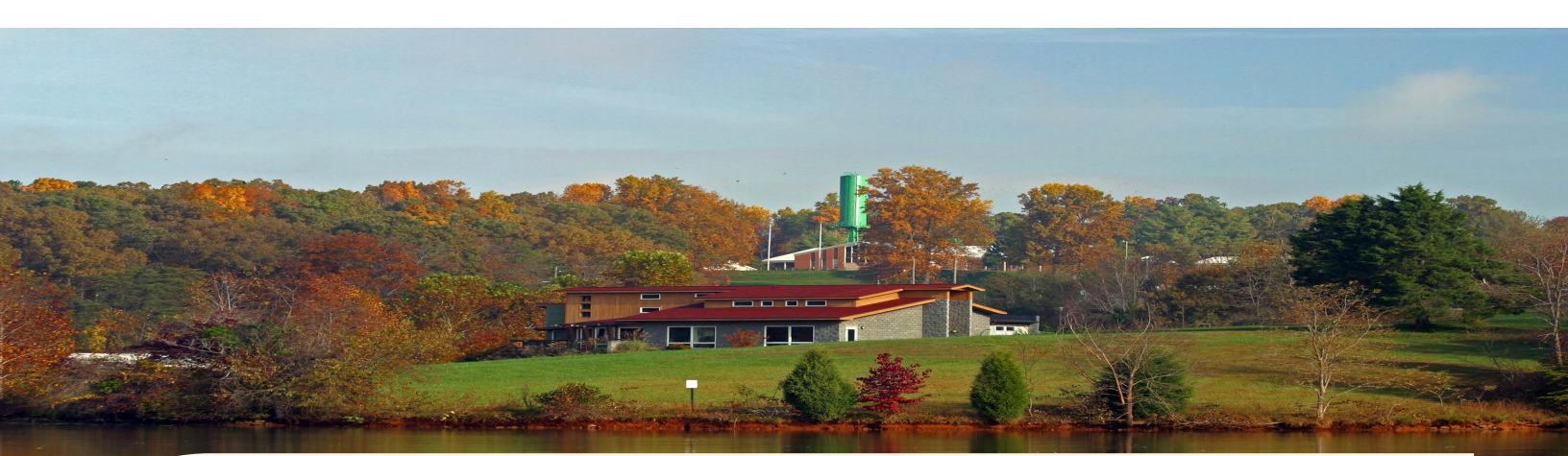
- 1 suite with two double beds, sofa sleeper, and a private bathroom
- 1 suite with three queen beds and two private bathrooms
- 39 double beds with private bathrooms
- 175 single beds with private bathrooms
- 220 single beds with shared bathrooms

WHAT DO OUR CLIENTS SAY?



“The whole key to our event was not only just the opportunity to laugh and enjoy each other, but go back to how we work together. If you really want more of an escape, a relaxed environment where you focus more on each other and less on the stress of day-to-day activities and business, the Skelton 4-H Conference Center is what I would recommend.”

Bianca Allison – Sales Manager at Bank of the James Mortgage



HOTEL-STYLE LODGES:

Reid Jones Jr. (RJJ) and Hepler-Jamison (HJ) Lodges

	Weekday Rate (Mon.-Thurs.)	Weekend Rate (Fri.-Sun.)
Standard Room:	\$ 55.00* per night	\$ 70.00* per night
HJ and Skelton (RJJ) Suites:	\$110.00* per night	\$140.00* per night

**Rates are subject to 12.3% sales tax.*

- Rooms in RJJ are set up with one double bed, two twin beds, and one trundle bed.
- Rooms in HJ are set up with two twin beds and one set of bunk beds.
- All rooms have private bathrooms.
- Each bed is supplied with a pillow and blanket.
- Additional services available:
 - Linen set with one bottom flat sheet, one top flat sheet, two bath towels, two wash cloths, one bath mat, one bar of soap \$15.00 per person
 - Bed made upon arrival, towel set, bar of soap: \$20.00 per person

STAFF HOUSE LODGE:

	Weekday Rate (Mon.-Thurs.)	Weekend Rate (Fri.-Sun.)
Flat fee per person:	\$ 25.00* per night	\$ 35.00* per night

**Rates are subject to 12.3% sales tax.*

- There is one twin bed in each room. Most rooms have a sink in the room.
- Lodge has shared bathrooms with multiple sinks, toilets, and shower stalls.
- Each bed is supplied with a pillow and blanket.
- Additional services available:
 - Linen set with one bottom flat sheet, one top flat sheet, two bath towels, two wash cloths, one bath mat, one bar of soap: \$15.00 per person
 - Bed made upon arrival, towel set, bar of soap: \$20.00 per person

DORM-STYLE LODGES:

Svoboda, Flora, and Skelton-Hancock Lodges

	Weekday Rate (Mon.-Thurs.)	Weekend Rate (Fri.-Sun.)
Flat fee per person:	\$ 15.00* per night	\$ 20.00* per night

**Rates are subject to 12.3% sales tax.*

- Rooms are set-up with three sets of bunk beds in each room.
- Lodges have shared bathrooms with multiple sinks, toilets, and shower stalls.
- Guests must provide all bed and bath linens, including pillows and blankets.



FOCUS



Taubman Conference Room



Smith Central Activities Building Stage

MEETING SPACE

Guests and visitors check in at the **Hahn Welcome Center**, the first building at the entrance to the conference center grounds. Administrative offices and additional meeting spaces are also located here.

The **Smith Central Activities Building** is at the center of the campus, capable of accommodating 500 in theater-style seating for presentations.

The **Taubman Conference Center & Reid Jones Jr. Upper and Lower Conference Rooms** are well-equipped facilities designed to accommodate the dynamic needs of any group. They are conveniently located within our hotel-style lodges.

Each dormitory-style lodge has common **In-Lodge Meeting Rooms** that can be accessed without entering guest sleeping areas.

The **JOCO Learning Center** is located at the front of campus and features a full kitchen, a multi-purpose meeting room and computer classrooms.

Additional Center Facilities – **Willard Amphitheatre**, **John G. Rocovich, Jr. Regional Shooting Sports Complex**, and the **Friendship Retirement Community Wellness Center**.

MEETING SPACE PRICING:

	Weekday Rate (Mon.-Thurs.) PER DAY	Weekend Rate (Fri.-Sun.) PER DAY
Smith Central Activities Building:		
Entire Auditorium:	\$1,000.00	\$1,500.00
Stage Section:	\$ 250.00	\$ 500.00
Center Section:	\$ 200.00	\$ 350.00
Hahn Welcome Center:		
Board Room:	\$ 175.00	\$ 250.00
Heath Lab (Lower Level)	\$ 175.00	\$ 275.00
JOCO Learning Center:		
Entire Building:	\$ 350.00	\$ 500.00
Kitchen Area:	\$ 250.00	\$ 350.00
Classrooms:	\$ 75.00 each	\$ 100.00 each
Reid Jones Jr. Lodge:		
Upper Conference Room:	\$ 175.00	\$ 250.00
Lower Conference Room:	\$ 275.00	\$ 350.00
Taubman Conference Center:		
Main Conference Room:	\$ 275.00	\$ 350.00
Library:	\$ 75.00	\$ 100.00
Staff House		
Gobble Room:	\$ 125.00	\$ 200.00
Outdoor Gathering Areas:		
Waterfront: (Includes the Willard Pavilion, Gazebo, Deck, & Point)	\$ 350.00	\$ 750.00
Open Air Pavilion:	\$ 250.00	\$ 500.00
Vespers:	\$ 100.00	\$ 250.00
Willard Amphitheatre:	PLEASE CALL FOR PRICING	

**Rates do not include tablecloths.*



Executive Library



Reid Jones, Jr. Lower Conference Room

Audiovisual Equipment Pricing

» Video projector	\$ 30.00 per day	» Portable screen	\$ 10.00 per day
» Laptop computer	\$ 30.00 per day	» Podium with microphone	\$ 10.00 per day
» TV DVD Combo	\$ 30.00 per day	» Podium (no microphone)	No charge
» Easel stand with flip chart & markers	\$ 15.00 per day		

Prices subject to change. Based on per day rental

All the above are a per-day rental charge. Prices subject to change. Additional fees will be added for not using W.E. Skelton 4-H Educational Conference Center food service. For the comfort of our guests, we do not permit smoking in the interior sections of our facilities. Any infractions of this policy will result in a \$50.00 cleaning fee charged to the group.



DINING AND FOOD SERVICE

Gracious and bountiful food service is a highlight feature of the *Skelton 4-H Conference Center*. You simply won't find better-prepared or more delicious meals than those created by the Center's dining staff!

The *Smith Central Activities Building* comfortably seats up to 400 guests at 8-top round tables, dining style. It also houses the Center's well-equipped kitchen facilities. If you are looking for outdoor dining options, the *Willard Pavilion* is beautifully situated directly on the lake waterfront and accommodates up to 150 guests. The Center's *Open Air Pavilion* is located within a tall stand of stately mixed hardwood trees. This natural setting can accommodate up to 400 guests.

The Center offers a wide variety of menu and food choices, ranging from elegantly presented top-of-the-line meals, to casual snacks and coffee breaks. Since each conference has different goals and needs, the best bet is to call the conferencing staff at 540-721-2759 to discuss your needs. For those on a strict budget, camp-style options are also available – these groups clear their own tables, and use the same tableware provided for summer camps.

find out what you're missing...
COME FOR A VISIT. 540.721.2759

BREAKFAST MENU

Breakfast One

- » Scrambled eggs
- » Homemade biscuits with butter & assorted jellies
- » Sausage
- » Muffins
- » Assorted cold cereals
- » Milk, coffee & assorted juices

Breakfast Two

- » Hot buttermilk pancakes with butter & maple syrup
- » Bacon
- » Baked apples with cinnamon & brown sugar
- » Danish
- » Assorted cold cereals
- » Milk, coffee & assorted juices

Breakfast Three

- » Scrambled eggs
- » Sausage gravy
- » Homemade biscuits with butter & assorted jellies
- » Hashbrown potatoes
- » Muffins
- » Assorted cold cereals
- » Milk, coffee & assorted juices

Breakfast Four

- » French toast with maple syrup
- » Bacon
- » Assorted fruits
- » Danish
- » Assorted cold cereals
- » Milk, coffee & assorted juices

Continental Breakfast

- » Bagels with cream cheese & assorted jellies, assorted fruits, muffins*, assorted cold cereals, milk, coffee, assorted juices

BREAKFAST PRICING

\$ 14.00 per person

CONTINENTAL BREAKFAST PRICING

\$ 11.00 per person

BRUNCH MENU

Brunch One

- » Scrambled eggs, (plain or with green peppers, onions, tomatoes & cheese)
- » Sausage
- » Hashbrown potatoes
- » Homemade biscuits with butter & assorted jellies

- » Baked apples with cinnamon & brown sugar
- » Gravy
- » Assorted cold cereals
- » Milk, coffee & assorted juices

Brunch Two

- » Sausage-egg casserole
- » Tomato slices
- » Homemade biscuits with butter & assorted jellies
- » Hashbrown potatoes

- » Grits
- » Baked apples with cinnamon & brown sugar
- » Milk, coffee & assorted juices

BRUNCH PRICING

\$ 16.00 per person



LUNCH MENU

Lunch One

- » Deli buffet with assorted breads
- » Sliced baked ham
- » Sliced roast turkey
- » Assorted sliced cheeses
- » Lettuce, tomatoes, pickles, onions
- » Hot homemade vegetable soup
- » Choice of one dessert

Lunch Two

- » Pork barbecue with bun
- » Homemade coleslaw
- » Baked beans
- » French fries
- » Choice of one dessert

Lunch Three

- » Stuffed jumbo shells covered in marinara sauce and cheese or spaghetti with meat sauce
- » Tossed salad
- » Garlic bread
- » Choice of one dessert

Lunch Four

- » Steak & cheese on a hoagie roll with peppers & onions
- » Potato chips
- » Tropical fruit
- » Choice of one dessert

Lunch Five

- » Marinated chicken breast served with Kaiser Roll
- » Lettuce & tomato
- » Potato salad
- » Fruit
- » Choice of one dessert

Lunch Six

- » Make-your-own taco salad with tortilla chips or soft tortilla shells
- » Homemade taco filling
- » Lettuce, tomatoes
- » Cheese, salsa, sour cream, refried beans
- » Choice of one dessert

Lunch Seven

All-you-can-eat salad bar served with:

- » Chicken salad, tuna salad, potato salad, pasta salad
- » Lettuce, tomato, cucumbers, green peppers, onions, carrots
- » Bacon bits, croutons, shredded cheese
- » Assorted dressings
- » Crackers, cottage cheese, fruit
- » Choice of one dessert

Lunch Eight

- Baked potato bar with:
- » Broccoli
 - » Chili
 - » Cheese
 - » Bacon bits
 - » Sour Cream
 - » Tossed salad
 - » Choice of one dessert

Lunch Nine

- » Chicken Tenders
- » Fries
- » Coleslaw
- » Choice of one dessert

Dessert choices:

- » Assorted cookies, brownies, peanut butter bars, banana pudding, ice cream cups, sherbet cups, lemon bars

“Lighter Fare”

- Option 1: \$11.50/person
- » Chili Beans
 - » Cornbread Muffins
 - » Tossed Salad
 - » Assorted Cookies

- Option 2: \$11.50/person
- » Vegetable Soup
 - » Grilled cheese sandwich
 - » Tossed Salad
 - » Assorted Cookies

- Bag Lunch: \$11.50/person
- » Choice of ham/cheese, turkey/cheese, or chicken salad sandwich
 - » Piece of fruit
 - » Bag of chips
 - » Dessert
 - » Drink

LUNCH PRICING

\$ 16.00 per person



DINNER MENU

Choice of one entrée:

- Oven-fried chicken
- Pot roast with carrots and potatoes
- Vegetable OR meat lasagna
- Barbecue chicken
- Sliced baked ham
- Chicken Cordon Bleu

Choice of three sides:

- Baby lima beans
- Buttered corn
- Green beans
- Green peas & pearl onions
- Sweet potatoes
- Mashed potatoes
- Macaroni & cheese
- Mixed vegetables
- Vegetable blend
- Green bean casserole

- Chicken alfredo
- Stuffed peppers
- Sliced roast turkey with gravy
- Country-fried chicken OR steak
- Baked Spaghetti
- Meatloaf

- Whole baby carrots
- Corn on the cob
- Dressing
- Parsley potatoes
- Steamed broccoli
- Rice (white or wild)
- Pasta salad
- Macaroni salad
- Potato Salad
- Broccoli and cheese casserole

Plus

- Salad bar, homemade rolls, assorted desserts, coffee, tea, lemonade, and water

Assorted desserts will be chosen from the following by our Food Service Manager:

- Apple pie
- Black Forest cake
- Cheesecake
- Pecan pie
- Boston cream pie
- Key lime pie
- Apple dumpling
- Cherry pie
- Carrot cake
- Peach cobbler
- Coconut custard pie
- Pumpkin pie
- Strawberry shortcake
- Banana pudding
- Coconut cake
- Apple crisp

DINNER PRICING

\$ 24.00 per person

Add an entrée to Dinner Menu A for an additional \$5.00 per person.

Limited table service can be provided for an additional fee

*Prices subject to change. Meals subject to 9.3% sales tax
\$100.00 service charge for meals served outside of the dining hall*

Like all other buffets, we provide plenty of food on a per-person basis, during the event only. Any leftover food is not included in this price and is the property of the Skelton 4-H Center.

All meals are served for 45 minutes. You may extend this mealtime for \$50.00 per half hour.





PICNIC MENU

Picnic One: \$17.00 per person

- » Hamburgers & hot dogs with fixings
- » Baked beans
- » Coleslaw
- » Chips
- » Choice of brownies or assorted cookies
- » Iced tea and lemonade

Picnic Two: \$18.00/person

- » Southern-style pork barbecue with buns
- » Baked beans
- » Coleslaw
- » Chips
- » Homemade rolls
- » Choice of brownies or assorted cookies
- » Iced tea and lemonade

Picnic Three: \$19.00/person

- » Choice of fried chicken or barbecued chicken
- » Baked beans
- » Coleslaw
- » Corn on the cob
- » Choice of brownies or assorted cookies
- » Iced tea and lemonade

Add potato salad to any Picnic: Additional \$3.25/person

Prices subject to change. Meals subject to 9.3% sales tax

CONFERENCE BREAKS

Available for one hour

Tea & lemonade	\$ 2.25 per person
Soft drinks & bottled water	2.50 per person
Coffee	2.50 per person
Coffee & hot tea	2.75 per person
Coffee & soft drinks	3.50 per person
Coffee & juice	3.50 per person
Coffee & pastry	4.25 per person
Coffee, juice, & pastry	5.25 per person
Coffee, soft drinks, & pastry OR Cookie	5.50 per person
Cookies	2.75 per person
Pastry	2.75 per person
Potato chips	2.00 per person
Tortilla chips & salsa	2.75 per person
Fresh fruit	4.50 per person
Make-your-own ice cream sundaes	6.25 per person
Heavy snack: Sandwich fixings—ham, turkey, cheese, lettuce, tomato, pickles, onions, w/assorted breads	7.75 per person
Continuous coffee supplies (make-your-own coffee)	12.00 per pot

Prices subject to change. Meals subject to 9.3% sales tax

HORS D'OEUVRES

- Shrimp Cocktails
- Sweet-N-Sour Meatballs
- Assorted Mini Quiche
- Hot Wings
- Mini Egg Rolls (Veggie and/or Shrimp)
- Cocktail Wieners in BBQ Sauce
- Veggie Tray with Ranch Dip
- Assorted Cheeses with Crackers
- Mini Croissants with Chicken Salad
- Fruit Tray with Dip
- Frank N Basket
- Mini Ham Biscuits
- Bacon wrapped scallops
- Assorted Mini Desserts

Receptions are priced after selections are completed from the above list. Prices may fluctuate due to the time of year and availability of items.

Like all other buffets, we provide plenty of food on a per-person basis, during the event only. Any leftover food is not included in this price and is the property of the Skelton 4-H Center. All meals are served for 45 minutes. You may extend this mealtime for \$50.00 per half hour.



John C. Rocovich, Jr. Regional Shooting Sports Complex Control Room

RECREATION

At the W.E. Skelton 4-H Center, we have plenty of fun activities to get people outside, strengthen group dynamics, and enjoy the natural beauty that Smith Mountain Lake has to offer! Whether it's a chance to give participants a conferencing break, or a day filled with outdoor activities and fun in the sun, we have something for every guest and every group. Take a break on our basketball courts to shoot some hoops with co-workers, or take your group to new heights on our 50-foot climbing wall!



TEAM-BUILDING

Facilitated by trained staff, challenge course programs offer a unique and inclusive way of achieving specific goals and positive outcomes. Documented benefits of challenge course experiences include increased confidence and improved problem-solving skills, group cohesion, and leadership skills. At Skelton, no two programs are ever the same! Our Program Director will work one-on-one with your group leader to find out what goals you have for your group and cater our activities to fit your needs!



find out what you're missing...
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RECREATION OPTIONS

Teambuilding/Challenge Course (\$15/person)

(Participants must be age 9 or older)

- » Minimum 1.5 hours, maximum 3 hours
- » Up to 60 participants per session
- » Programs personalized to your group's goals/objectives
- » Closed-toed shoes required for all participants*

Facilitated Recreation (\$75/hour)

(Participants must be age 9 or older)

- » Climbing Wall
 - Can accommodate approximately 15 participants/hour
 - Closed-toed shoes required for all participants*
- » Canoeing/Kayaking
 - Can accommodate a maximum of 35 participants at one time (utilizing all boats)
 - Shoes required for all participants (no bare feet)
- » Archery
 - Can accommodate 8 participants shooting at one time
 - Closed-toed shoes required for all participants*
- » Riflery
 - Can accommodate 8 participants shooting at one time
 - Closed-toed shoes required for all participants*

*Crocs are not considered closed-toed shoes

Open Recreation

- » Campfire Circle (\$40/night – includes wood and fire starter kit)
- » Recreation Field (\$50/day)
- » Driving Range (\$25/hour)
- » Tennis Courts (no charge)
- » Basketball Courts (no charge)
- » Hiking Trails (no charge)
- » Fishing* (no charge)

**Please note that the 4-H Center is not open to the public for fishing. When not rented for a private function, we are happy to let our guests utilize the waterfront for fishing with their own equipment and the proper state license. Please see <https://dwr.virginia.gov/fishing/regulations/licenses/> for details on purchasing a fishing license.*

Swimming Pool

Our Junior Olympic-sized pool with a 13-foot diving well is the perfect place to cool off on the long, hot summer days! The pool is available between Memorial Day and Labor Day, and is staffed by American Red Cross-trained and certified lifeguards.

- » Up to 175 participants – \$150/hour



W.E. SKELTON 4-H EDUCATIONAL
**CONFERENCE
CENTER**
AT SMITH MOUNTAIN LAKE