

MEAD WILDLIFE AREA Reservation Request

STANTON W. MEAD EDUCATION CENTER
Wisconsin Department of Natural Resources
201517 County Road S
Milladore WI 54454
General (715) 457-6771 Fax (715) 457-4650

Please complete this form to schedule a group visit. **Please return this form a minimum of eight weeks prior to the requested date of your visit.** Virtual tours are available upon request.

Name of organization: _____

Contact Person: Name _____

Email _____

Phone Number _____

Organization Address: _____

(Address)

(City)

(State)

Dates Requested: (Please include three dates in the order of preference)

(1st) _____

(2nd) _____

(3rd) _____

Number of expected participants: (Please specify number of adults and children, **Max. 50**)

Adults _____ Children _____

Activities: (Please check one)

- Environmental education programming lead by our staff
- Independent use of the indoor classroom space with limited programming by our staff
- Independent use of the indoor classroom and kitchen space
- Independent use of the outdoor classroom space

Does your group have any special needs or restrictions? (Please check one) Yes No

If this is a school request, what grade level(s) would like to visit the Mead? _____

We hope to accommodate your request. Dates will be processed in a first come first served basis. Once we have received your request, it will be processed, and a confirmation letter will be sent to you. If your group requires programming, you will also receive a program planning form. Further instructions will come at that time if needed.

Send completed forms to Sam De Roche, Senior Educator, at Sandra.DeRoche@wisconsin.gov or to reach out with questions call (715) 540-6013.

Thank you for choosing the Mead Wildlife and McMillan Marsh Areas!

For Office Use Only: (Initial and date when complete)

Date Request Form Received: _____

Confirmation Sent _____

Special Requests _____

Draft Schedule Sent _____

Added to Calendar _____

Programming Form Sent _____

Staffing Confirmed _____

Schedule Confirmed _____