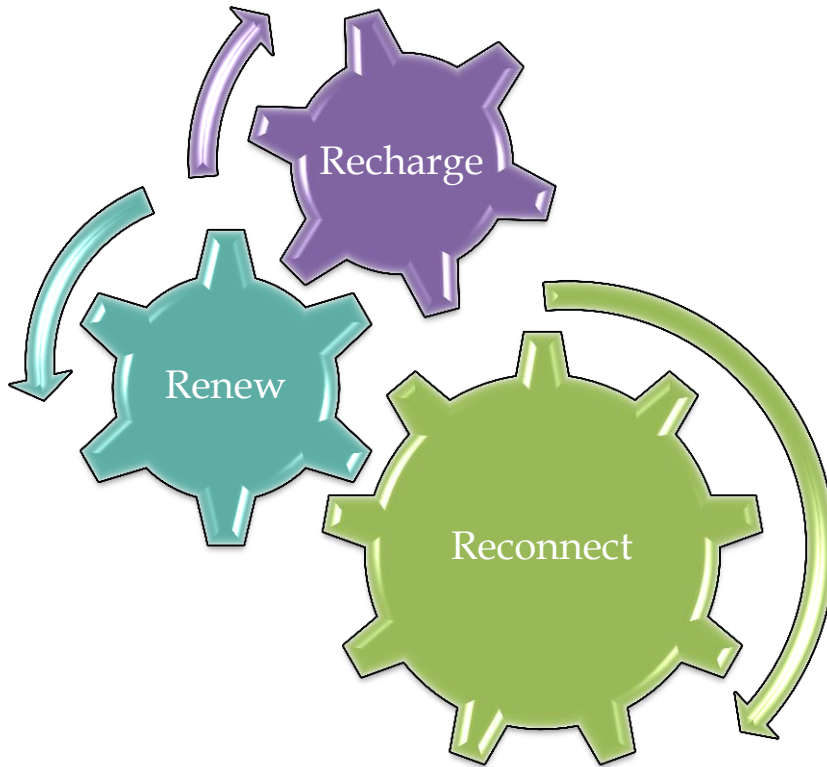


# Reflections

- The SmartArt graphic should be inserted, text added to it, and its colors changed and styled as specified
- The fonts, font sizes, and font colors should be changed. The paragraph border should be added. The left and right edges of the title paragraph should be indented by 0.5”



*INSPIRED*

The theme fonts should be changed to the Hardcover font set

*EMPLOYEE*

A next page section break should be inserted at the bottom of the title page.

*RETREATS*

Spacing above and below paragraphs should be adjusted to fit all content

# Reflections Employee Retreat Center

## A Place to Recharge, Reconnect, and Renew

Reflections has been providing retreat facilities to organizations from across the country more than 20 years. Our facilities offer the perfect backdrop for your employees to recharge mentally, reconnect with fellow employees, and renew their sense of career direction.

### What We Offer

- ◆ **Buildings:** Six buildings with various-sized community, conference, and individual meeting rooms
- ◆ **Conference Rooms:** State-of-the-art rooms complete with digital light projectors, wireless Internet access, and seating for 25 to 100 employees
- ◆ **Dining:** Enjoy chef-prepared meals (choose from our menu)
- ◆ **Grounds:** Twelve acres of beautiful, rolling grounds
- ◆ **Recreation:** Outdoor areas, including trails, gardens, gazebos, and pavilions

### Available Facilities

All buildings on the grounds have their own, separate dining rooms to encourage a sense of camaraderie and cohesiveness among your organization's employees. On-site chefs can accommodate special diet requests if notified in advance. Coffee, tea, and light refreshments are provided throughout the day in all building areas (upon request).

The table below lists the various facilities that are available, including the maximum capacity and price per day (cells shaded in lavender in the price per day column are eligible for discount if fewer than 50 employees attend):

<i>Building/Facility</i>	<i>Maximum Capacity</i>	<i>Price per Day</i>
Bremen Memorial Building	100	\$750
Garvin Building	50	\$625
Atrium/Solarium	25	\$500
Knollwood Building	100	\$800
Greenway Commons	75	\$725
Oakglen Corner	50	\$600

### About Reflections

Choose Reflections for your next employee retreat and see why we have been granted an outstanding rating by the Jonner Chamber of Commerce. When you spend your retreat at Reflections, you will leave recharged, reconnected, and renewed!

Call 555-6721 to book your retreat!

• The formatted header should be inserted using the Alphabet design. Header appears only on 2nd page. Text should be formatted.

• The formatted footer should be inserted using the Alphabet design. Footer appears only on 2nd page. The footer should be formatted. Page number should be deleted

• Headings should be formatted using the heading styles as specified

• Bullets should be changed to purple picture bullets. First word of bulleted items should be formatted.

• Table should be bordered as specified. The row height should be changed to 0.21". Table should be centered. First column text should be left-aligned, and text in the 2nd and 3rd columns centered. Cells should be shaded as specified.

Spelling should be checked. Document properties should be changed, as specified by the instructor. The document should be saved with "Lab 4-1 Employee Retreat Proposal" as the file name.