



Meeting Room Set-Up & Equipment Request Form

Please complete and return to the Conference Coordinator
no later than two weeks prior to your retreat.

Group Name: Reservation Date:

Expected Number of Attendees:

Meeting Space: Time Needed:

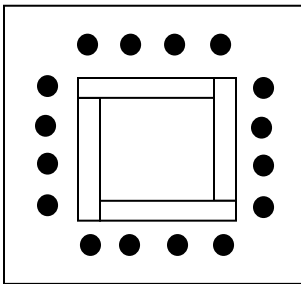
Handicapped Accessible: Yes No

Tables & Chairs – *We will accommodate your requests as we are able but may need to make changes based on other groups in camp.*

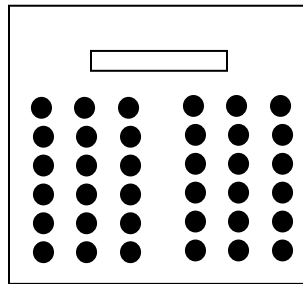
Rectangular # Round # Number of Chairs

Choose a Room Set-Up

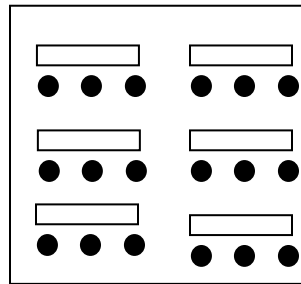
Not all options work in every meeting room and are limited by room size. The Staff Room & Helde Room are unable to have specific room arrangements.



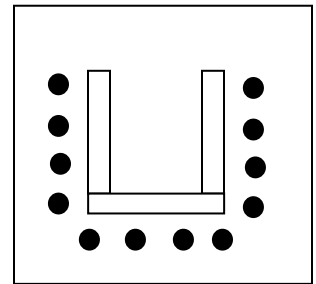
Square



Lecture



Classroom



U-Shape

We will set-up our own room – tables & chairs will be left in the room

Equipment Needs

Not all equipment is available at all times. Please reserve well in advance of your retreat.

LCD Projector (\$30)

TV/DVD (\$25)

Screen

Large Speaker System (\$25)

Flip Chart & Markers (\$5)

Sm. Portable PA (\$25)

Easel

Podium

Power Strip #

Extension Cord #

Any Other Needs: