

Redwood Chapel: *(Page 1 of 2)*

Church/Organization: _____ Dates and times of use

Retreat Date: _____ 1. _____

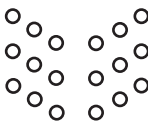
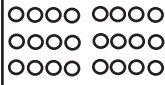


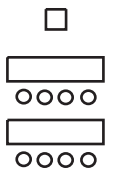

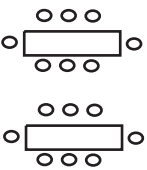
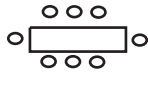
Group size: _____ 2. _____

Please indicate the function of this meeting room:

Meeting Room
 Classroom/workshop
 Other: _____

Room Set-Up

Please indicate the desired set-up format. If a custom set-up is desired, please draw on the meeting room layout page (2/2).

Chevron	Theater	Auditorium	Reception	Classroom	Semi-Circle	Craft	Board Room
							
<input type="checkbox"/> Max 60	<input type="checkbox"/> Max 60	<input type="checkbox"/> Max 60	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 30	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 15

Number of tables: _____
 Number of chairs: _____
 Lectern: Yes No

Small group set-up (if applicable): _____
 Number of groups: _____
 Chairs per group: _____

Audio/visual set-up

Available Equipment

- Sound System
- Four Channel Mixer
- Upright Piano

Please list equipment group will be bringing:

Special Request Equipment

- Microphone Sets: quantity _____ (max 4)
- Music Stands: quantity _____ (max 4)
- Video Projector
- TV/DVD/VCR
- CD Player
- Whiteboard
- Flip Chart
- Other _____

REDWOOD CHAPEL

Meeting Room

Room Size 24' x 40'

(Page 2 of 2)

