



Please return 3 weeks before your retreat by email to your Retreat Coordinator, or fax to (831) 335-7726

Frontier Lounge: (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).

Theater	Reception	Classroom	Semi-Circle	Craft	Board Room
<input type="checkbox"/> Max 30	<input type="checkbox"/> Max 25	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20

Number of tables: _____

Number of chairs: _____

Lectern: Yes No

Small group set-up (if applicable):

Number of groups: _____

Chairs per group: _____

Audio/Visual Requests

Available Equipment

- Flatscreen TV with VGA and HDMI connections
- DVD

Additional equipment by request

- Flipchart & markers
- Whiteboard markers (whiteboard built in)
- Sound for iPod / Computer

Please list equipment group will be bringing:

FRONTIER LODGE

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Use the PDF comment tools to draw on diagram or add description of what you would like set up in meeting room space. Hit submit button on first page when ready to send to Mission Springs.

