



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

## 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:

Main Meeting Space    Breakout    Kids Classroom    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).

<input type="checkbox"/> Chevron	<input type="checkbox"/> Reception	<input type="checkbox"/> Semi-Circle	<input type="checkbox"/> Craft	<input type="checkbox"/> Board Room
No. tables: ____ (Max 2)	No. tables: ____ (Max 2)	No. tables: ____ (max 2)	No. tables: ____ (max 5)	No. tables: ____ (max 4)
No. chairs: ____ (Max 60)	No. chairs: ____ (max 50)	No. chairs: ____ (max 40)	No. chairs: ____ (max 50)	No. chairs: ____ (max 30)

### Audio/Visual Requests

#### Available Equipment

- Sound System: 4 Channel
  - Mixer
  - Upright Piano
  - Video Projector with HDMI connection

Please list equipment group will be bringing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Additional equipment by request

- Microphone Sets: quantity \_\_\_\_ (max 4 inputs)
- Music Stands: quantity \_\_\_\_ (max 4)
- Direct Box (max 1)
- DVD Player
- Ipod Connection
- Whiteboard
- Flip Chart

# REDWOOD CHAPEL

## Meeting Room

Room Size 24' x 40'

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