



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

## Tabernacle (Page 1 of 3)

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"/> Theater	<input type="checkbox"/> Reception	<input type="checkbox"/> Classroom	<input type="checkbox"/> Craft	<input type="checkbox"/> Semi-Circle
No. tables: ____ (Max 2)	No. tables: ____ (Max 1)	No. tables: ____ (Max 8)	No. tables: ____ (Max 8)	No. tables: ____ (Max 3)
No. chairs: ____ (Max 80)	No. chairs: ____ (Max 80)	No. chairs: ____ (Max 40)	No. chairs: ____ (Max 80)	No. chairs: ____ (Max 60)

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

## Audio/Visual Requests

### Available Equipment

- Upright Piano
- Behringer x32 Soundboard
- 2 Handheld wireless mics
- 1 lavalier wireless mic
- 1 head set wireless mic
- USB Recording (must provide own USB Drive)
- up to 2 floor monitors (# needed \_\_\_\_)
- up to 6 in-ear monitors (# needed \_\_\_\_)

(Bring own headphones for in-ear monitors)

### Additional equipment by request

- Microphone Sets: quantity \_\_\_\_\_ (max 4)
- Music Stands: quantity \_\_\_\_\_ (max 4)
- Video Projector with HDMI and VGA connections
- DVD Player
- Whiteboard & markers
- Flip Chart & markers

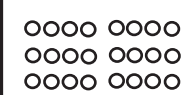


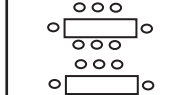
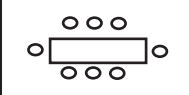
Please list equipment group is bringing:

\_\_\_\_\_

\_\_\_\_\_

## Tabernacle: North and South Rooms (Page 2 of 3)

### Room Set-up: North Room Note: This room has a built-in counter with a sink.

<input type="checkbox"/> Theater	<input type="checkbox"/> Reception	<input type="checkbox"/> Semi-Circle	<input type="checkbox"/> Craft	<input type="checkbox"/> Board Room
				
No. tables: ____ (max 1)	No. tables: ____ (max 1)	No. tables: ____ (max 1)	No. tables: ____ (max 2)	No. tables: ____ (max 2)
No. chairs: ____ (max 25)	No. chairs: ____ (max 20)	No. chairs: ____ (max 15)	No. chairs: ____ (max 16)	No. chairs: ____ (max 10)

### Audio/Visual Requests

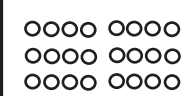


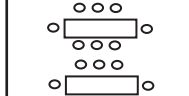
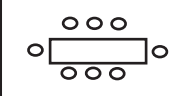
#### Available Equipment

- Flatscreen TV with VGA and HDMI connections
- DVD

#### Additional equipment by request

- Flipchart & markers
- Whiteboard & markers

### Room Set-up: South Room Note: This room has a built-in counter with a sink.

<input type="checkbox"/> Theater	<input type="checkbox"/> Reception	<input type="checkbox"/> Semi-Circle	<input type="checkbox"/> Craft	<input type="checkbox"/> Board Room
				
No. tables: ____ (max 1)	No. tables: ____ (max 1)	No. tables: ____ (max 1)	No. tables: ____ (max 2)	No. tables: ____ (max 2)
No. chairs: ____ (max 25)	No. chairs: ____ (max 20)	No. chairs: ____ (max 15)	No. chairs: ____ (max 16)	No. chairs: ____ (max 10)

### Audio/Visual Requests

#### Available Equipment

- Flatscreen TV with VGA and HDMI connections
- DVD

#### Additional equipment by request

- Flipchart & markers
- Whiteboard & markers

Tabernacle (Page 3 of 3)

