



Please return 3 weeks before your retreat by email to your Retreat Coordinator

Worship Center: Sanctuary (Page 1 of 5)

Church/Organization: _____ Dates and times of use _____
Retreat Date: _____ 1. _____
Group size: _____ 2. _____

Note: 12 tables available for whole building
(Unless group is exclusive)

Room Set-Up: Sanctuary

The main sanctuary of the Worship Center is set up with chairs that can accommodate groups of 180.
Additional seating in wings and foyer is used for larger groups. Maximum additional chairs: 100.

Please choose 1 sound setup and additional requests:

- ☐ Minimal band: Bose
- 2 wired mic sets (# needed ____)
 - 1 Hand held wireless mic
 - 1 Lavalier wireless mic

- ☐ Full Band: Behringer x32
- up to 10 wired mic sets (# needed ____)
 - 2 Handheld wireless mics
 - 1 lavalier wireless mic
 - 1 head set wireless mic
 - USB Recording (must provide own USB Drive)
 - up to 4 floor monitors (# needed ____)
 - up to 6 in-ear monitors (# needed ____)
(Bring own headphones for in-ear monitors)

Please check any additional requests - available with both systems:

- | | |
|--|---|
| <input type="checkbox"/> CD/ Ipod/Bluetooth connection | <input type="checkbox"/> Grand Piano |
| <input type="checkbox"/> CD recording (must provide own CDs) | <input type="checkbox"/> Music stands: # needed (max 10) ____ |
| <input type="checkbox"/> Hearing assistance system | <input type="checkbox"/> Whiteboard & markers |
| <input type="checkbox"/> Video projector & screen (VGA or HDMI connection) | <input type="checkbox"/> Flipchart & markers |
| <input type="checkbox"/> Blu-Ray/DVD player | <input type="checkbox"/> Podium |

Please list equipment group will be bringing:

Worship Center: Foyer (Lobby), Wings, and Side Rooms (page 2 of 5)

Room Set-Up: Foyer (Lobby) * must use for sanctuary seating for groups larger than 275

of tables: _____ (max 6)

of chairs: _____ (max 50)

Uses:

☐ Registration

☐ Small Groups

☐ Other: _____

Room Set-up: Wings

* Set with 50 chairs each unless otherwise requested
Must use for sanctuary seating with groups larger than 180.

If group is less than 180, wings may be used for small groups.

of groups/chairs Left Wing _____

of groups/chairs Right Wing _____

Room Set-Up: Worship Center Room 1

This room is Cleared by Default There is a whiteboard built in. If a custom set-up is desired, please draw on the meeting room layout page (4 of 5).

Podium:

Yes

No

Room Set-Up: Worship Center Room 2

This room is Cleared by Default . There is a whiteboard built in. If a custom set-up is desired, please draw on the meeting room layout page (4 of 5).

Podium:

Yes

No

Worship Center: Upstairs (Page 3 of 5)

Room Set-Up: Upstairs (Rooms 3, 4, 5, 6)

Dates and times of use

1. _____

2. _____

Please indicate the function of this meeting room:

Meeting Room ☐


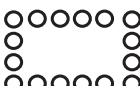
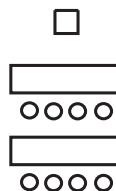
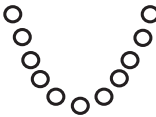
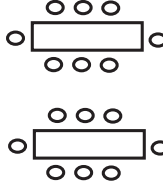
Classroom/workshop ☐

Other: _____

The upstairs meeting rooms of the Worship Center (Rooms 3-6) can be divided into up to 4 classrooms. Maximum capacity is 80. Please indicate the number of classrooms: _____ (Max 4)

Please indicate set-up format. If a custom set-up is desired, please draw on the meeting room layout page (5 of 5).

Set-Up Styles

	Theater	Reception	Classroom	Semi-Circle	Craft
Layout					
RM 3, 4, 5, 6	<input type="checkbox"/> Max 80	<input type="checkbox"/> Max 50	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 40
RM 3	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 12
RM 4	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 12
RM 5	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 12
RM 6	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 12
RM 3 & 5 South	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 30	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 24
RM 4 & 6 North	<input type="checkbox"/> Max 40	<input type="checkbox"/> Max 30	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 24

Number of tables (Max 6): _____

Number of chairs: _____

Podium: Yes No

Small group set-up (if applicable): _____

Number of groups: _____

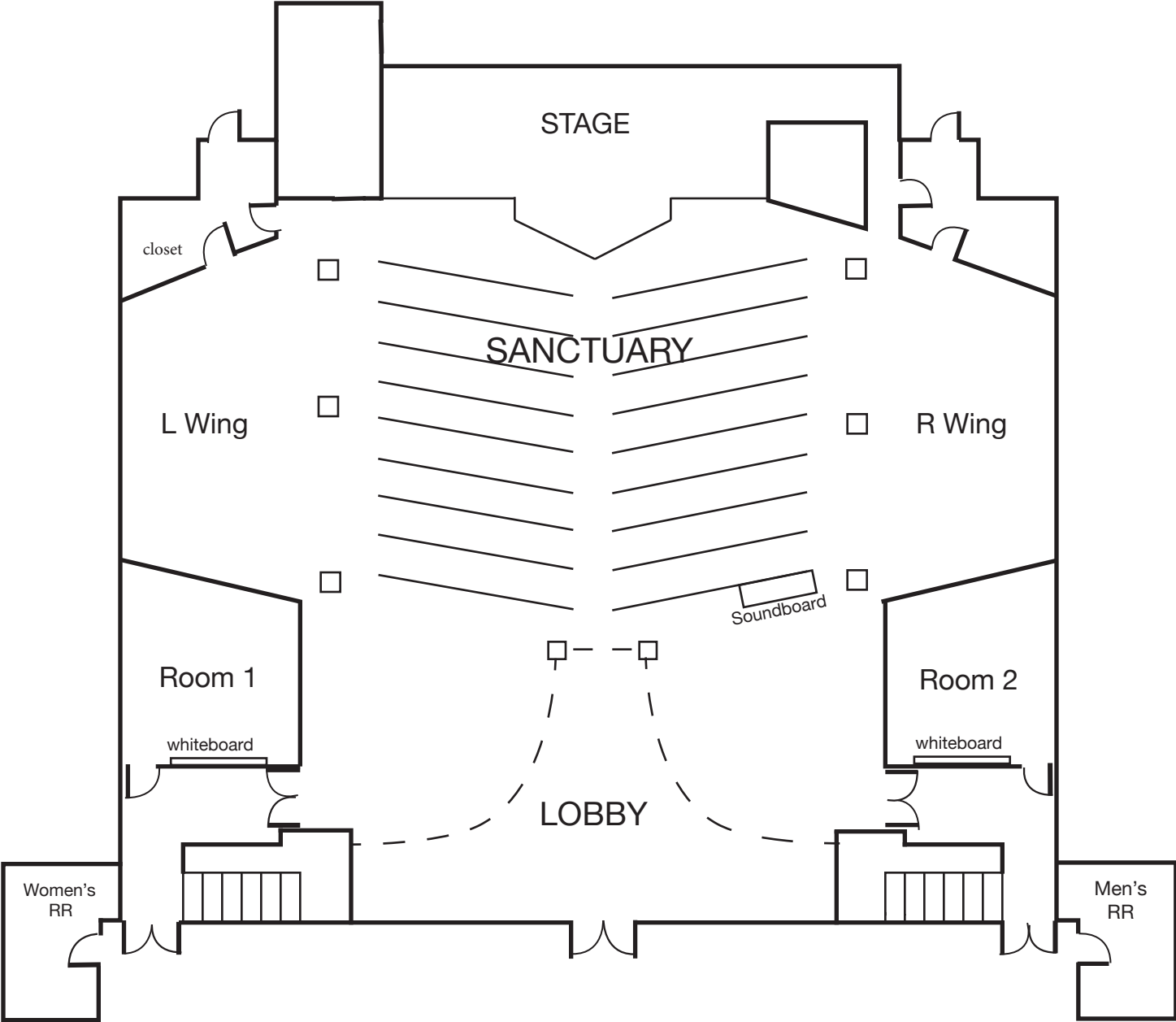
Chairs per group: _____

WORSHIP CENTER

Sanctuary, Wings, Room 1, Room 2

(Page 4 of 5)

Size: 38' x 44'



WORSHIP CENTER

Upstairs Meeting Rooms 3, 4, 5, 6

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