



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 100)	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 4 in-ear monitors (# needed ____)

(Bring own headphones for in-ear monitors)

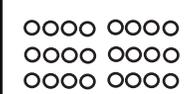
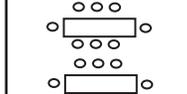
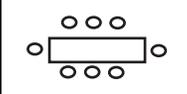
Additional equipment by request

- 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

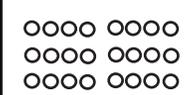
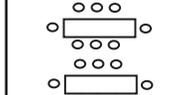
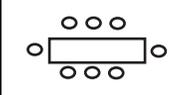
Available Equipment

- 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)

