

Group: \_\_\_\_\_

Date scheduled: \_\_\_\_\_

Return by: \_\_\_\_\_

### EVERGREEN CONFERENCE CENTER OAKHURST

#### Meeting Room, Setup, and Equipment Needs

Barton Room, Sherman Hall: (Seating capacity 60 theatre, 50 classroom)

Setup Requirements:

- Tables \_\_\_\_
- Auditorium style (chairs only) \_\_\_\_\_ chairs
- Classroom style (tables and chairs) \_\_\_\_\_ tables \_\_\_\_\_ chairs

Equipment needs: (This equipment is available in Barton Room)

- Wall Screen
- Dry erase board
- Overhead Projector
- TV/VCR
- Piano
- Music stand

Portable equipment:

- Easel
- Easel with flip chart (\$25 for flip chart)

Other requests:

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