

Group: _____

Date scheduled: _____

Return by: _____

EVERGREEN CONFERENCE CENTER OAKHURST

Meeting Room, Setup, and Equipment Needs

West Room (Lower Lyles 2): (Seating capacity 48 theatre, 30 classroom)

Setup Requirements:

- Tables ____
- Auditorium style (chairs only) _____ chairs
- Classroom style (tables and chairs) _____ tables _____ chairs

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

- Wall Screen
- Dry erase board
- Overhea (shared with East Room)
- TV/VCR/DVD

Portable equipment:

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

Other requests:

E.C.C.O.
43803 Highway 41
Oakhurst, CA 93644

Phone: 559-683-8162
Fax: 559-683-4971