

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

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

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

**EVERGREEN CONFERENCE CENTER OAKHURST**

Meeting Room, Setup, and Equipment Needs

Walters Chapel: (Seating capacity 200 Theatre, 80 Classroom)

Setup Requirements:

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

Equipment Needs:

- |   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Wall Screen        | <input type="checkbox"/> Tape Player | <input type="checkbox"/> Piano       |
| <input type="checkbox"/> LCD Projector      | <input type="checkbox"/> Microphones | <input type="checkbox"/> Lectern     |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> DVD Player  | <input type="checkbox"/> Music Stand |
| <input type="checkbox"/> Slide Projector    | <input type="checkbox"/> VCR player  |                                      |

Portable equipment available:

- Dry erase board
- Easel
- Easel with flip chart (\$25 for flip chart)

Other requests:

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**E.C.C.O.**  
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