

Meeting Room Set Up

PLEASE FILL OUT THE FOLLOWING INFORMATION SO WE CAN HAVE YOUR MEETING ROOM READY WHEN YOU ARRIVE. A FEW INVENTORY ITEMS ARE LIMITED, SO THEY WILL BE DISTRIBUTED TO THOSE WHO RETURN THIS SHEET FIRST. WE WILL BE IN TOUCH IF WHAT YOU REQUESTED IS NOT AVAILABLE.

Please 'check' the style set up you'd like:

Visit our website to see layouts of each style.
www.blackrockretreat.com

- AUDITORIUM STYLE
- CASUAL AUDITORIUM STYLE
- AUDITORIUM STYLE WITH MIDDLE AISLE
- CONFERENCE STYLE
- OPEN BOARD STYLE
- CLOSED BOARD STYLE
- ROUND TABLE STYLE
- LONG TABLE STYLE
- CRAFTS/SCRAPBOOKING STYLE
- CIRCLE STYLE
- OTHER (PLEASE DRAW DIAGRAM)

Please mark what equipment you'll need

Mark all that apply. Black Rock does not provide laptops.
No charge for equipment.

_____ PROJECTOR/TV _____ DVD PLAYER

_____ CONNECTION FOR MAC OR OTHER (CIRCLE ONE)

_____ AUDIO CONNECTION MAC OR OTHER (CIRCLE ONE)

Indicate a number of each piece of inventory needed for this meeting room only

No charge for equipment.

_____ CHAIRS

_____ KEYBOARD

_____ STANDARD TABLES
(30"X8')

_____ NARROW TABLES
(18"X8')

_____ ROUND TABLES
(5')

_____ MUSIC STAND

_____ PODIUM

_____ MICROPHONE

_____ FLIP CHART/EASEL COMBO

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PLEASE PROVIDE A DIAGRAM OF HOW YOU'D LIKE YOUR MEETING ROOM SET UP.

A large, empty rectangular box with a light blue border, intended for a diagram of meeting room set up. The box is currently blank, providing space for the user to draw or describe their preferred arrangement.