

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

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

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

## EPISCOPAL 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)

- |  |  |
|--|--|
| <input type="checkbox"/> Wall Screen         | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> Piano               | <input type="checkbox"/> Music stand   |
| <input type="checkbox"/> Microphones # _____ | <input type="checkbox"/> Podium        |
| <input type="checkbox"/> Dry erase board     |  |

Portable equipment:

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

Other requests:

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