

# MEETING ROOM SETUP FORM

Group Name:

Dates at Seabeck:

Meeting Room:

## SETUP STYLE AND NUMBER OF TABLES AND CHAIRS:

<input type="checkbox"/> <b>Theater</b> 	<input type="checkbox"/> <b>Classroom</b> 	<input type="checkbox"/> <b>U-Shape</b> 	<input type="checkbox"/> <b>Square</b> 
<input type="checkbox"/> <b>Quilting</b> 	<input type="checkbox"/> <b>Circle</b> 	<input type="checkbox"/> <b>Chevron</b> 	<input type="checkbox"/> <b>Custom Setup</b> <p>Please submit a diagram of your custom setup.</p>

## TABLES & CHAIRS:

# of Tables for Setup Style	
# of Chairs at Each Table	
Extra Tables Needed	

**TABLE POLICY:** Seabeck provides, at no additional charge, three tables for every five people in the group. Additional tables are \$5.00 per table, if available.

## MEETING ROOM EQUIPMENT NEEDS:

EQUIPMENT	#			
Digital Projector (\$25 per day)		All the meeting rooms have large flat screens mounted on the wall. You will need to check out the AV box at the office for your specific meeting room if you want to use it for connecting a laptop or projector. The AV box must be returned to the office after the retreat is over. Missing equipment is charged to the group.	AV boxes for Juniper, Colman, Lounge, Spruce, Reeser, Maples and Firs include the following equipment: <ul style="list-style-type: none"> <li>• TV Remote</li> <li>• DVD Player</li> <li>• DVD Player Remote</li> <li>• HDMI Cable</li> <li>• VGA Cable</li> <li>• Sound Cord</li> <li>• Mac Adapter</li> </ul>	Meeting House has a projector, screen and sound system built in. Equipment in AV box includes: <ul style="list-style-type: none"> <li>• Projector Remote</li> <li>• Blu-Ray Remote</li> <li>• Wireless Mic</li> <li>• Wired Mics</li> <li>• Lavalier Mic</li> <li>• Mic Cords</li> <li>• Sound Cord</li> <li>• Mac Adapter</li> </ul>
Portable Screen				
Portable TV/DVD				
Flipchart/Newsprint/Markers				
Other:				

## COFFEE/TEA SERVICE:

**COFFEE/TEA SERVICE \$2.00 per person per service.**

Add hot cocoa to your coffee service for an additional \$1.00 per person.

Coffee/Tea Service includes a thermal of coffee, thermal of hot water, tea bags, non-dairy creamer, creamer, sugar, honey, stir sticks and cups and lids. The coffee stays hot for several hours and there is plenty of coffee delivered for the number of guests requested.

Date	Time	# of People