BRISTLECONE CONFERENCE ROOM SET-UP

Arrival Date:	Departure Date:	
Group Name:		
Room Needed:		<u> </u>
Number of People:	Times Needed:	· · ·
Table Set-up:		
		· · · · · · · · · · · · · · · · · · ·
Equipment Needed:		
	AV Screen	
A/V Table		
White Board		
Speaker Phone		
AV Screen		
Podium		Convenience .
Flipchart, Markers&Tape		
Slide Projector	3	•
DVD/CD Player		#: 255
Overhead Projector		Roi o
LCD Projector		
TV/VCR		Sink
Music Box		
Coffee Urn		1
Water Urn		第4的 Robert
Table cloth		
Cooler bottled water		
Igloos		
Cooler of Soda	2 Seat	
Other	R	
	Chair Coffee Chair	Desk
SPECIAL	L table	
INSTRUCTIONS:	A C 3 Seat Ent	
Wipe down tables. Provide	EXT GOOR	EXIT DOOR
Powerstring and Extension		Secretary and the second

Drawing is to scale

Please write "done" on this paperwork and initial when setup is complete. Thanks!

cordș, if needed.