

# BRISTLECONE CONFERENCE ROOM SET-UP

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

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

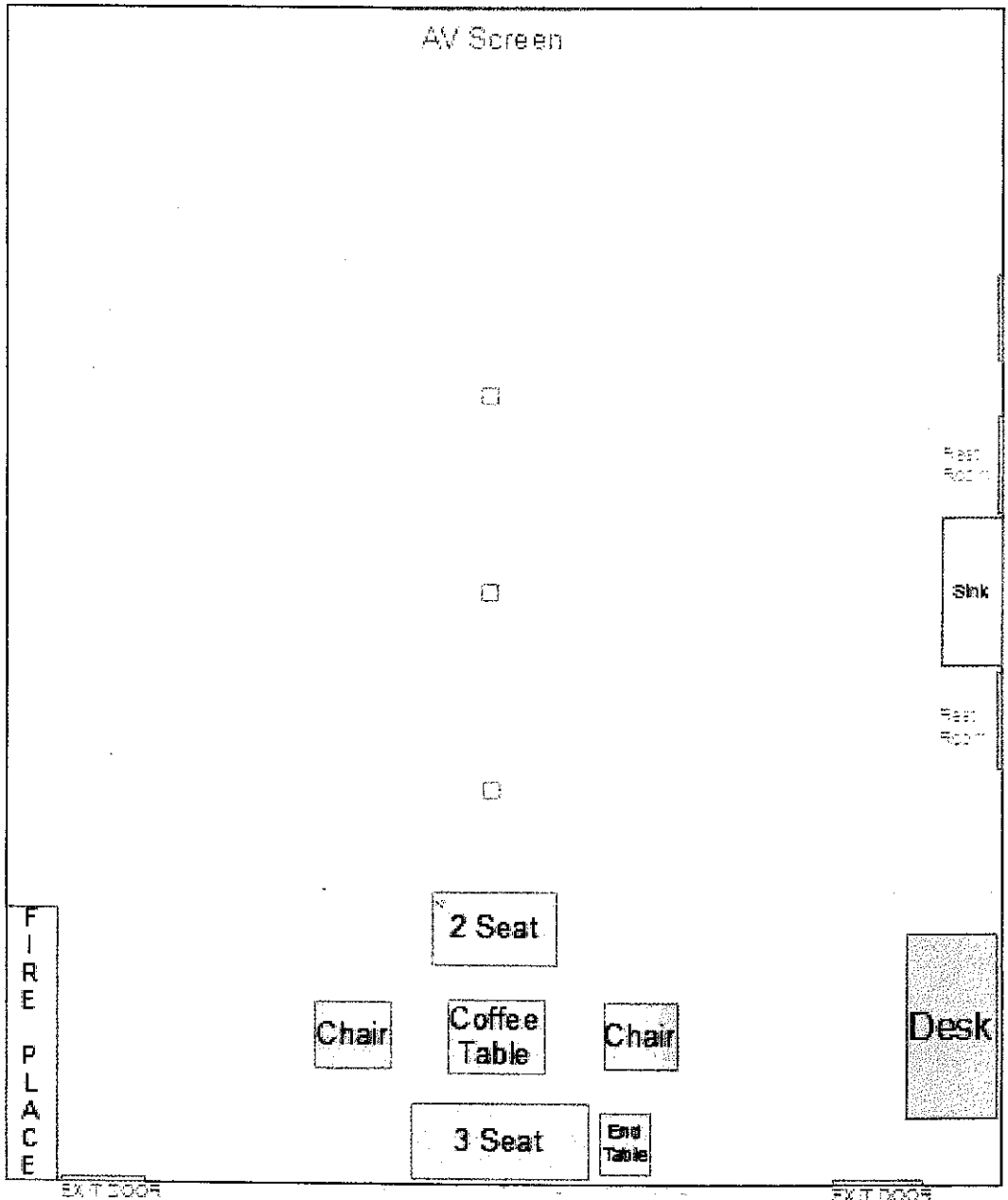
Room Needed: \_\_\_\_\_

Number of People: \_\_\_\_\_ Times Needed: \_\_\_\_\_

Table Set-up: \_\_\_\_\_

**Equipment Needed:**

- \_\_\_\_\_ A/V Table
- \_\_\_\_\_ White Board
- \_\_\_\_\_ Speaker Phone
- \_\_\_\_\_ AV Screen
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Flipchart, Markers&Tape
- \_\_\_\_\_ Slide Projector
- \_\_\_\_\_ DVD/CD Player
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ LCD Projector
- \_\_\_\_\_ TV/VCR
- \_\_\_\_\_ Music Box
- \_\_\_\_\_ Coffee Urn
- \_\_\_\_\_ Water Urn
- \_\_\_\_\_ Table cloth
- \_\_\_\_\_ Cooler bottled water
- \_\_\_\_\_ Igloos
- \_\_\_\_\_ Cooler of Soda
- \_\_\_\_\_ Other



**SPECIAL**

**INSTRUCTIONS:**

Wipe down tables. Provide Powerstrips and Extension cords if needed.

Drawing is to scale

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