

Auditorium

All forms are due 16 days prior to Retreat. Please FAX to (831) 335-0970. Rooms are available 7:00AM - 11:00PM.

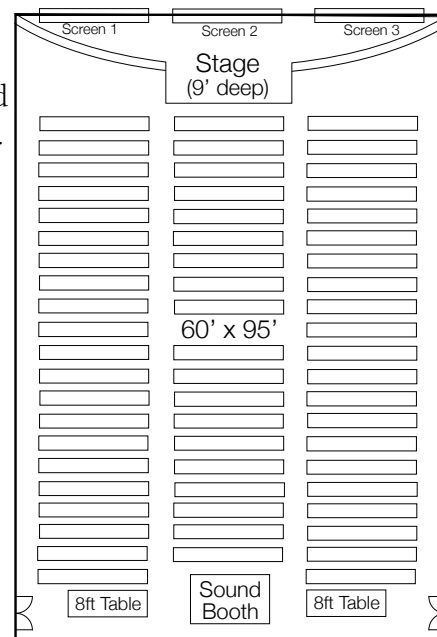
Church/Organization: _____

Retreat Dates: _____

Room Set Up

Room can accommodate approximately 550 guests. Tables need to be set up in accordance with fire code. There will be two, 8 ft tables behind the pews (see illustration). Please inquire about adding additional tables.

Number of guests: _____



Audio/Visual

The following items are fixed in your meeting room:

- | | |
|--|---|
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Over-the-ear Mic (1 max) |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Rogers Organ |
| <input type="checkbox"/> 9-foot Grand Piano | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Handheld Wireless Mic (2 max) | |

You may request the following items:

- | | |
|---|---|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Microphones (8 max) _____ |
| <input type="checkbox"/> White board | <input type="checkbox"/> Monitor Speakers (6 max) _____ |
| <input type="checkbox"/> Drum set | <input type="checkbox"/> Music Stands (6 max) _____ |
| <input type="checkbox"/> Drum mic kit | <input type="checkbox"/> Direct Boxes (5 max) _____ |
| <input type="checkbox"/> Keyboard | |

A Mount Hermon sound technician will be available for troubleshooting. Would you like to request a sound check?

No Yes - please indicate date/time:

Please describe the intended use for this space and list instruments and/or equipment you will be bringing with you; this will help us determine how to best prepare for your arrival:

Session Recording

Note: There is a \$40 charge per session for recording. Recording includes two complimentary sets of Masters. Please pick these up at the Front Desk at the end of your retreat.

Record Sessions? Yes No

Copies sold in the Mount Hermon Book Shop? Yes No

Schedule of messages to be recorded (each speaker will need to complete a speaker release form):

	Date	Time	Speaker
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____