



Camp Mikell

The Camp and Conference Center of the Episcopal Diocese of Atlanta

MEETING ROOM SETUP FORM (DUE TWO WEEKS BEFORE ARRIVAL)

Number of Attendees _____

GROUP LEADER INFORMATION

Name _____

Phone _____

Email _____

ALTERNATE CONTACT INFORMATION *optional

Name _____

Phone _____

Email _____

Please check any supplies needed for your meeting room and/or any special needs for the weekend. *Note: pencils, pens, paper, staplers, scissors, & other office supplies are not provided.*

Tables _____

Chairs (supply is limited) _____

Water Source/Sink _____

Water Cooler _____

Flip Charts/Easels _____

Markers _____

Masking Tape _____

Swimming Pool _____

Elevator Key _____

Internet Access _____

Electronic Keyboard _____

Digital Projector _____

Projection Screen _____

Extension Cords/Power Strips _____

Extra Lighting _____

TV/DVD Player _____

VHS Player _____

Describe Meeting Room Set up in Detail