The Dogwood room is equipped with a lectern that contains a microphone, microphone volume controls, DVD player, VCR, computer hook-up, and access to a screen and projector. You must provide your own laptop for an A/V presentation. We are not responsible for providing assistance with A/V equipment during your event.

The screen and projector have been mounted to the ceiling. We strongly encourage you to check your A/V presentation prior to your event, as not all laptops and software are compatible with the lecterns.

Automatic blinds are installed in the room. Please locate the box in the center of the room to adjust the blinds as needed for your event.

Please circle your requested set-up style and indicate the number of tables and chairs you will need in the spaces below:

TOTAL RECTANGLE TABLES: ___________    TOTAL ROUND TABLES: ___________    TOTAL CHAIRS: ___________

ADDITIONAL REQUESTS: ________________________________

Event Title: __________________________________________

Date of Event: ___________________________ Time of Event: (start) ______________ (end) ______________

Contact Name: ___________________________ Phone: ___________________________ Email: ___________________________

Expected Attendance*: ___________________________ Is Chartwells providing food*? ___________________________

*We will set the room to accommodate attendance numbers

*Attach a copy of the catering form

OVERLOOK TO 1st FLOOR

DOORS TO ART GALLERY

ELEVATOR

EXIT TO RHODODENDRON

HALLWAY