

# R e t r e a t   I n f o r m a t i o n   F o r m

We look forward to having you at Aqueduct! Please help us plan for your retreat by filling out this form and faxing to **919.968.1114** or e-mailing to **info@aqueductcc.com**. Questions? Call **919.933.5557**.

## General Information

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**Group:** \_\_\_\_\_

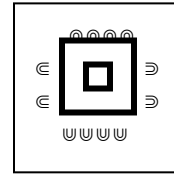
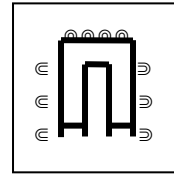
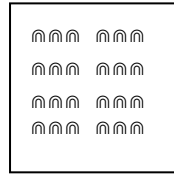
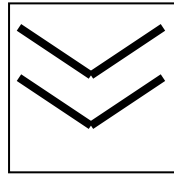
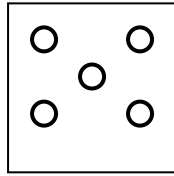
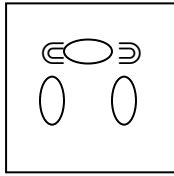
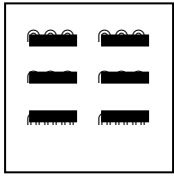
**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

## Room Set-Up

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(max 24)

(max 24)

Conference    Living Room    Round-tables    Seminar    Auditorium    U-Shape    Box

**\*Please check the correct room set-up desired for your retreat, or draw your own and attach.**

**\*Additional notes regarding room set-up:** \_\_\_\_\_

## Audio-Visual Needs:

Overhead projector    TV/VCR/DVD    LCD projector    Screen    Markers  
 A/V Cart    Boom box    Extension cord    Flip chart easels #\_\_\_\_\_  
 Easel pads #\_\_\_\_    Presenter's table    Table-top lectern    Lectern

**\*Please note:** The usage of AV equipment is at no additional charge, except for the following items:

Flip chart pads: \$15/pad      LCD Projector: \$75/**daily** rental fee

## Break Times and Refreshments

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**Beverages are available throughout the day including: sodas, coffee, juice and purified water. Additional snacks are available for your break time for a nominal fee (charges are per person):**

<input type="checkbox"/> Popcorn and peanuts	(\$1.00)	<input type="checkbox"/> Brownies	(\$1.50)
<input type="checkbox"/> Pretzels and Chex Mix	(\$1.00)	<input type="checkbox"/> Dessert bars	(\$3.00)
<input type="checkbox"/> Chips and salsa	(\$1.00)	<input type="checkbox"/> Fresh fruit platter	(\$3.00)
<input type="checkbox"/> Fruit bowl	(\$1.50)	<input type="checkbox"/> Cheese and crackers	(\$3.00)
<input type="checkbox"/> Cookies	(\$1.50)	<input type="checkbox"/> Vegetable platter	(\$3.00)

Please specify the day and time of snack delivery: \_\_\_\_\_

\_\_\_\_\_  
(Organization's Authorized Representative)

\_\_\_\_\_  
(Date)