Dear Guest,

Thank you for choosing to host your retreat at the Ponderosa. To help you plan your service or program, we would like to provide an overview of the audio/visual equipment currently available in the **Allison Pavilion**.

Our **Allison Pavilion** A/V setup is designed to be simple and functional, allowing guests to connect their own devices and operate the system as needed. The following equipment is available for guest use:

Display & Video

- 1- Motorized Projector Screen

Audio Equipment

- 1 - Basic Portable PA System

Lighting

- Ceiling Fixtures
- String Lights
- Stage Flood Lights

Please note that Ponderosa provides only the equipment listed above. Guests are responsible for bringing any additional equipment they may need, such as their own sound board, adapters, computers, speakers or other specialized A/V equipment required for their retreat.

If you have any questions regarding the **Allison Pavilion** setup or would like clarification before your retreat, please contact:

Michael Kemp
(Cell) - 719-481-2482 ext114
(Email) - Michael@visitponderosa.com

We look forward to hosting you here at Ponderosa Retreat and Conference Center.

Sincerely,
Ponderosa Management