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 **Elkhorn Conference Room**.

Our **Elkhorn Conference Room** 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-Flying Projector
- 1-Projector Screen with HDMI connection
- DVD Player

Audio Equipment

- 2- Microphones
- 2- Microphone stands
- 2- Direct input boxes
- 4- 25ft XLR cables
- 2- ¼ Inch jack 10ft cables
- 2 - A/C Power Speakers

Lighting

- Ceiling fixtures

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 **Elkhorn Conference Room** 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