

Dear Ponderosa Guests,

Please read the following information about the Audio Visual equipment that Ponderosa has and can provide to support your retreats and camps. As it is impossible for Ponderosa to provide equipment that will meet every group's need as well as a financial and laborious burden to attempt to do so, we are streamlining and simplifying the equipment that we can provide for your use. **The following document will outline exactly what equipment is available for each conference space.** Please note that the following equipment is provided for free when you reserve any of the following conference spaces, as long as it is not lost or damaged during your retreat. Given that there is no cost to use this equipment, there are hard limitations on what we can provide. You will see below that each conference space has an exact inventory with pictures of what comes with each conference space. If this inventory is sufficient for your needs, then we are happy to be able to provide it for you. **If there is anything above and beyond this specific equipment that you will need to make your setup work, then you must bring that with you as nothing else will be provided by Ponderosa.** It is each group's responsibility to make sure that you have what is needed for A/V equipment to add to or connect to our existing setups at each location. As you will see, what we provide is very basic and simple and many groups who have more complex A/V needs choose to just bring all of their own equipment and that will always work out better for their retreats.

Some key items to make sure you are prepared for:

If using a computer, make sure to bring whatever adapter is needed to connect to our plug, we do not provide the adapters.

Make sure whoever will be in charge of your A/V setup has read this and is aware of what equipment comes with your conference room. **Make sure they know that there is no other equipment available from Ponderosa.**

None of Ponderosa's equipment may be moved to another location. If you need something somewhere else, you must provide your own equipment.

If you choose to use the equipment that Ponderosa provides, then you are agreeing to pay to replace any items that your group loses or damages.

Allison Pavilion Sound Kit

- Stage lights
- Large motorized wall projector screen
 - No projector provided
- Basic portable PA system with Microphone