

White Oak Conference Center
633 Mobley Highway
Winnsboro SC 29180
Phone 803-635-4685 Fax 803-635-4453

Group Name _____ Date of Event _____
Coordinator's Name _____ Day Time Phone # _____
Fax Number _____ Email Address _____

The pool and canoes are available from Memorial Day Weekend to Labor Day Weekend at the following scheduled times. WOCC will have trained life guards for these activities. The canoes may be scheduled through the end of October if weather permits and staffing is available. Additional scheduling can be made by contacting the Office Services team at WOCC. Any additional scheduling will be charged at the hourly rate. See rate insert for fees.

Pool and Canoes
Monday – Saturday (Only Summer Months)
1:30-4:30 pm

To provide your group with the best possible service WOCC has schedule for your convenience the following:

Cleo's Nest
Visit our new gift shop

Hub Cafe
Schedule a time to enjoy a great snack

Bonfires
Bonfires may be scheduled any day of the week unless prohibited by weather. You may choose to have the bonfire at the Picnic Shelter or at the new Fire Pit depending upon your group's needs. This should be scheduled at least one week in advance.

EQUIPMENT NEEDS:

If you bring your own sound equipment or band you must notify White Oak.

Please check equipment needed in your room. Equipment is provided on a first come-first asked for basis.

Data Projector _____

TV/DVD Player _____

CD Player _____

Overhead Projector _____

Dry Erase Board _____

Piano _____

Easel _____

TV/VCR _____

Flipchart w/ Stand _____

Please note, if your group is assigned the Lecture Hall it is permanently setup with tiered folding-top desks.

See the reverse side for completion of this form and setup styles available!

CLASSROOM/AUDITORIUM SET-UP FORM

Group Name _____ Date of Event _____

Please circle your preference for the arrangement of the classroom.

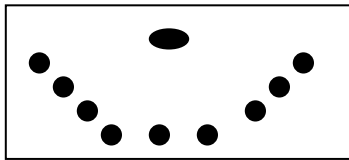
You need to seat _____ people.

Write a "T" where you would like display or refreshment tables.

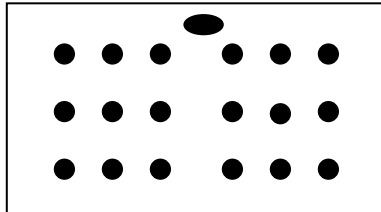
I would like a speaker's stand in this classroom. Yes No

● This dot denotes the speaker's position in the room.

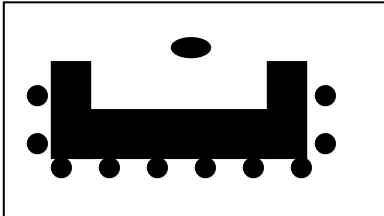
Discussion Style



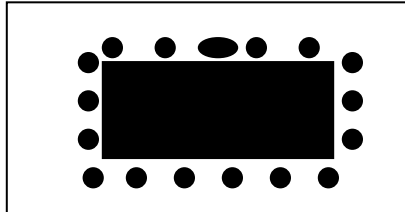
Lecture Style



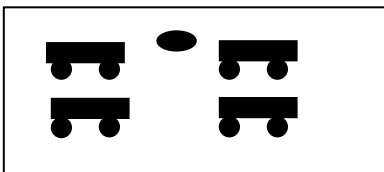
U-Shape



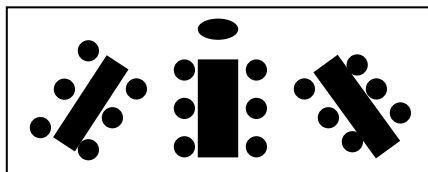
Conference Table Style



Classroom Style #1



Classroom Style #2



Use the following information to select a style to comfortably hold the number of guests per room.

Discussion Style

Chairs only around wall or 2 or more rows

Single 50 people

Double 100 people

Lecture Style

Chairs only

Single 50 people

Double 100 people

U-Shaped

Single 26 people

Double N/A

Round-Table Style

Single 32 people

Double N/A

Classroom Style #1

2 people per table

Single 24 people

Double 50 people

Classroom Style #2

6 to 7 people per table

Single 36 people

Double 72 people

Draw your own arrangement. Please call us and discuss your own arrangement.