**List of questions we need to be able to answer once we have visited El Rancho on 19 April**

1. Is the Fireside meeting room available to hire for the five days, and what is the cost?
2. How many can Elm Hall legally seat? (this could answer another question, can we hold the lecture in Elm Hall?)
3. Where could we host a cuppa after the Quaker Lecture?
4. Which rooms will we use (on Friday afternoon) for:
   1. Trust Board (8 plus whiteboard)?
   2. Elders & Overseers - presumably the Elm Hall?
   3. Standing Committee?
5. Where will we locate the enquiries/registration/Quaker Book Sales desk? (Fireside?)
6. Can we have use of cups, hot water and washing up facilities in Fireside (for up to 85 people)?
7. Where will we need to place signs on the property to guide people to Elm?
8. Where’s the carparks and the best route for drivers to take to get to the carpark?
9. How are the bedrooms numbered? (so we can prepare a list for attendees of where everyone is to be accommodated)
10. How warm are the beds/bedrooms? (covers, availability of heaters, etc.)
11. Does the “studio” unit look suitable for us to accommodate Jane Kelsey?
12. Which of the equipment available for hire (on the list) will we need? (and also, therefore, what else do we need to bring in? In particular compatibility of any mixing desk with Richard’s gear)