



(Please indicate placement and types of tables by drawing a rough plan on the diagram above. Note: in order to comply with local fire code, four feet must be maintained between and around tables.)

Services	Main Room	Breakout Rooms	Serving Area	Total
# 6" Round Tables (30)	_____	_____	_____	_____
# 6' Tables (6)	_____	_____	_____	_____
# 8' Tables (50)	_____	_____	_____	_____
# 4' Bar Tables (2)	_____	_____	_____	_____
# Chairs (350)	_____	_____	_____	_____
<input type="checkbox"/> Podium	<input type="checkbox"/> Sound Equipment	<input type="checkbox"/> Microphone		
<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Lattice (2) 8' x 8'		
<input type="checkbox"/> Utility Cart	<input type="checkbox"/> Hearing Impaired Device	<input type="checkbox"/> Stage w/steps (12) 4' x 8'		
<input type="checkbox"/> Heated Buffet Table				

Date of event: _____

Open time: _____

Close time: _____