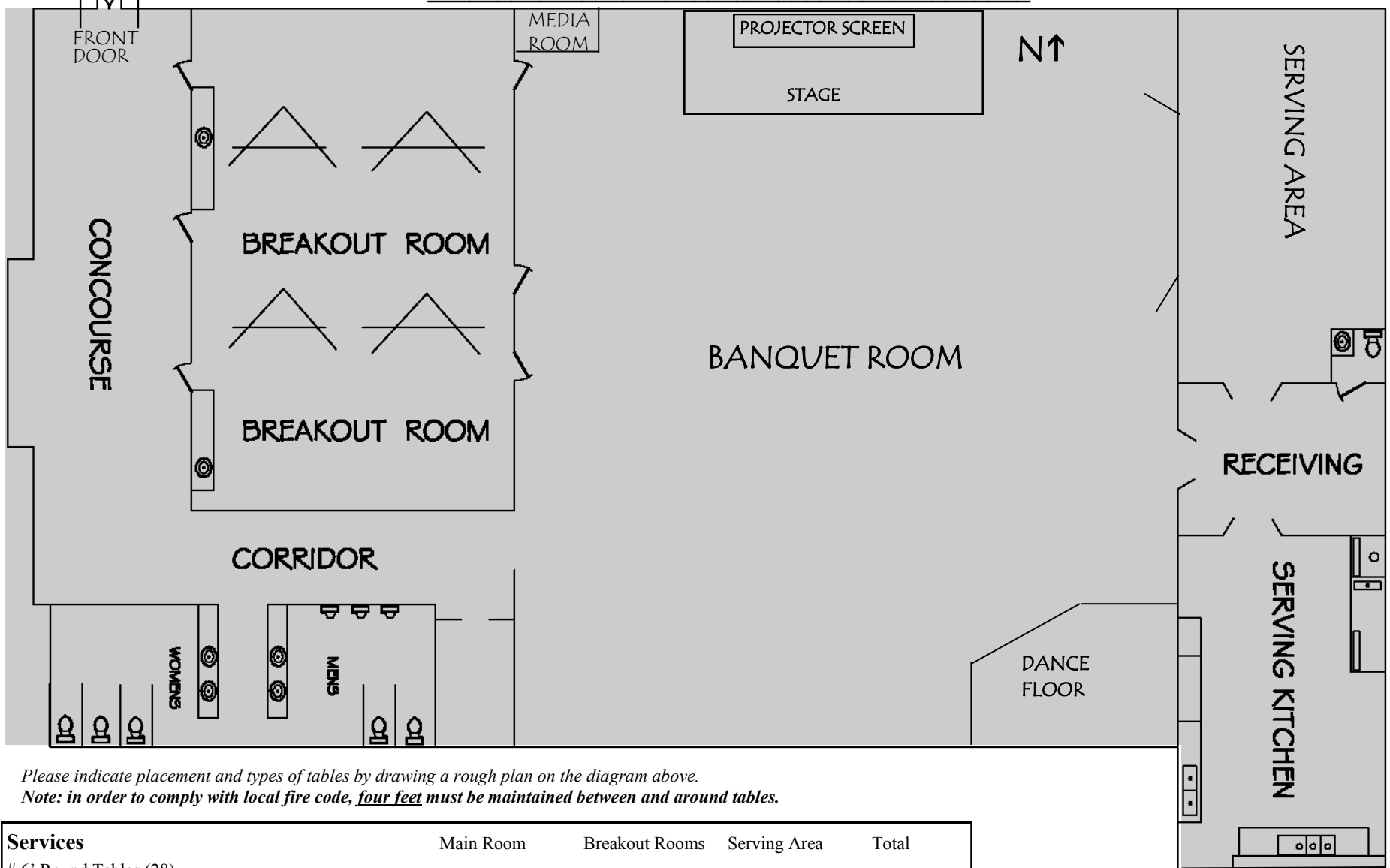


Name of Event: \_\_\_\_\_



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 (28)	_____	_____	_____	_____
# 6' Tables (6)	_____	_____	_____	_____
# 8' Tables (50)	_____	_____	_____	_____
# Chairs (340)	_____	_____	_____	_____
<input type="checkbox"/> Podium	<input type="checkbox"/> Sound Equipment	<input type="checkbox"/> Microphones (two wireless)		
<input type="checkbox"/> TV	<input type="checkbox"/> Overhead Projector			
<input type="checkbox"/> Utility Cart	<input type="checkbox"/> Heated Buffet Table			
		Stage w/steps (12' x 32') (PERMANENT)		

Walk-Through Date/Time: \_\_\_\_\_

Event Date: \_\_\_\_\_

Open time: \_\_\_\_\_

Close time: \_\_\_\_\_