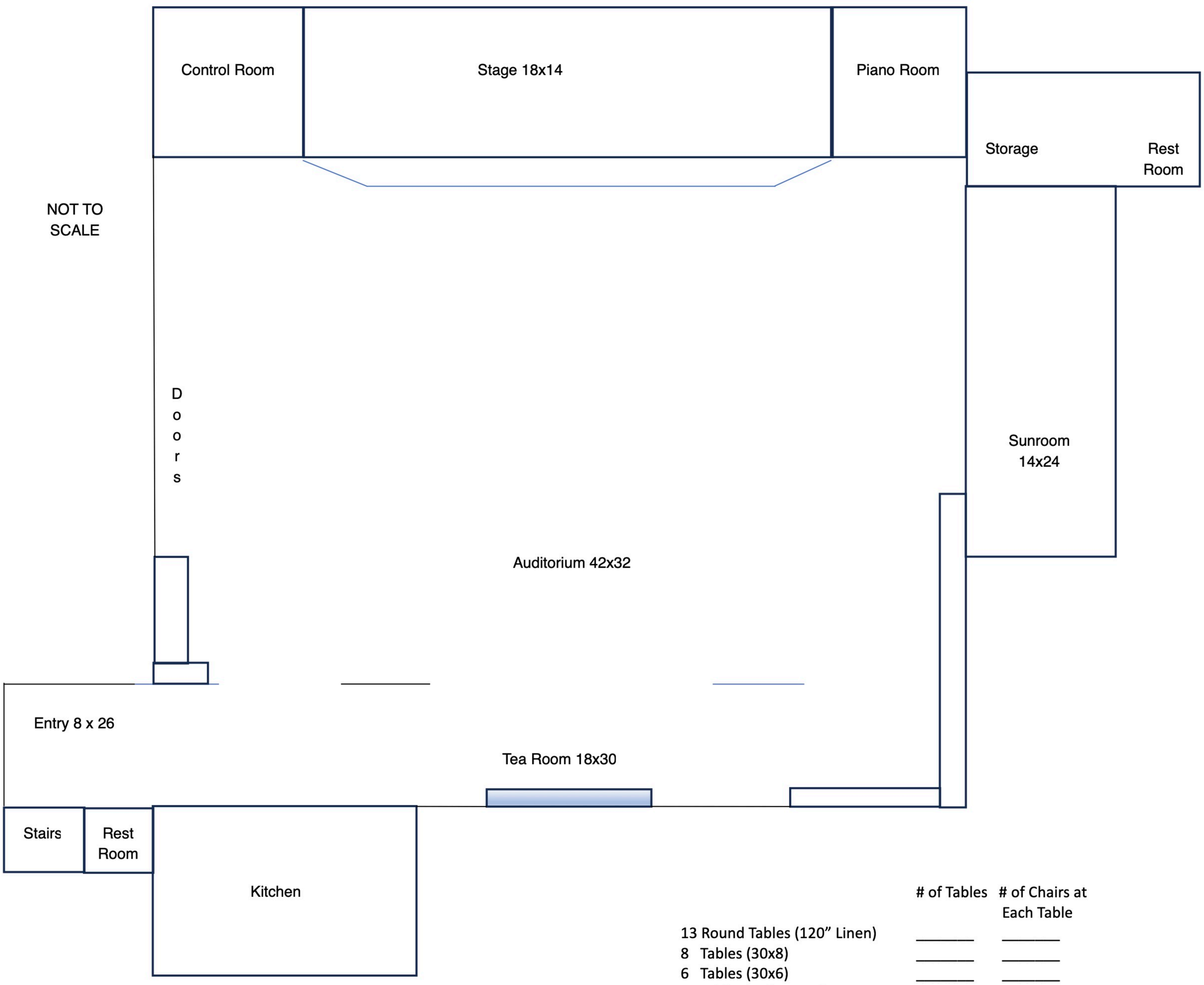
Please draw a diagram the way you prefer the room To be set and the equipment positions: Library Table, Bar, Small Wicker Table, Podium, Chairs, etc.

Programs Chair: Alison Deal 415-990-9090

Event Date: _____

Event Name: _____

Event Chair/Co-Chair & Phone Number: _____



	# of Tables	# of Chairs at Each Table
13 Round Tables (120" Linen)	_____	_____
8 Tables (30x8)	_____	_____
6 Tables (30x6)	_____	_____
8 Tables (30" Round)	_____	_____
Library Table	_____ Yes	_____ No
Wicker Table	_____ Yes	_____ No
Wicker Oblong Table	_____ Yes	_____ No
Bar	_____ Yes	_____ No
Bar Back Table	_____ Yes	_____ No
AV Needs	_____ Yes	_____ No
4 Market Umbrellas	_____ Yes	_____ No
Chairs: Angles:	_____	
Curved:	_____	
Auditorium:	_____	
# of Chairs in Auditorium	_____	

Notes: