

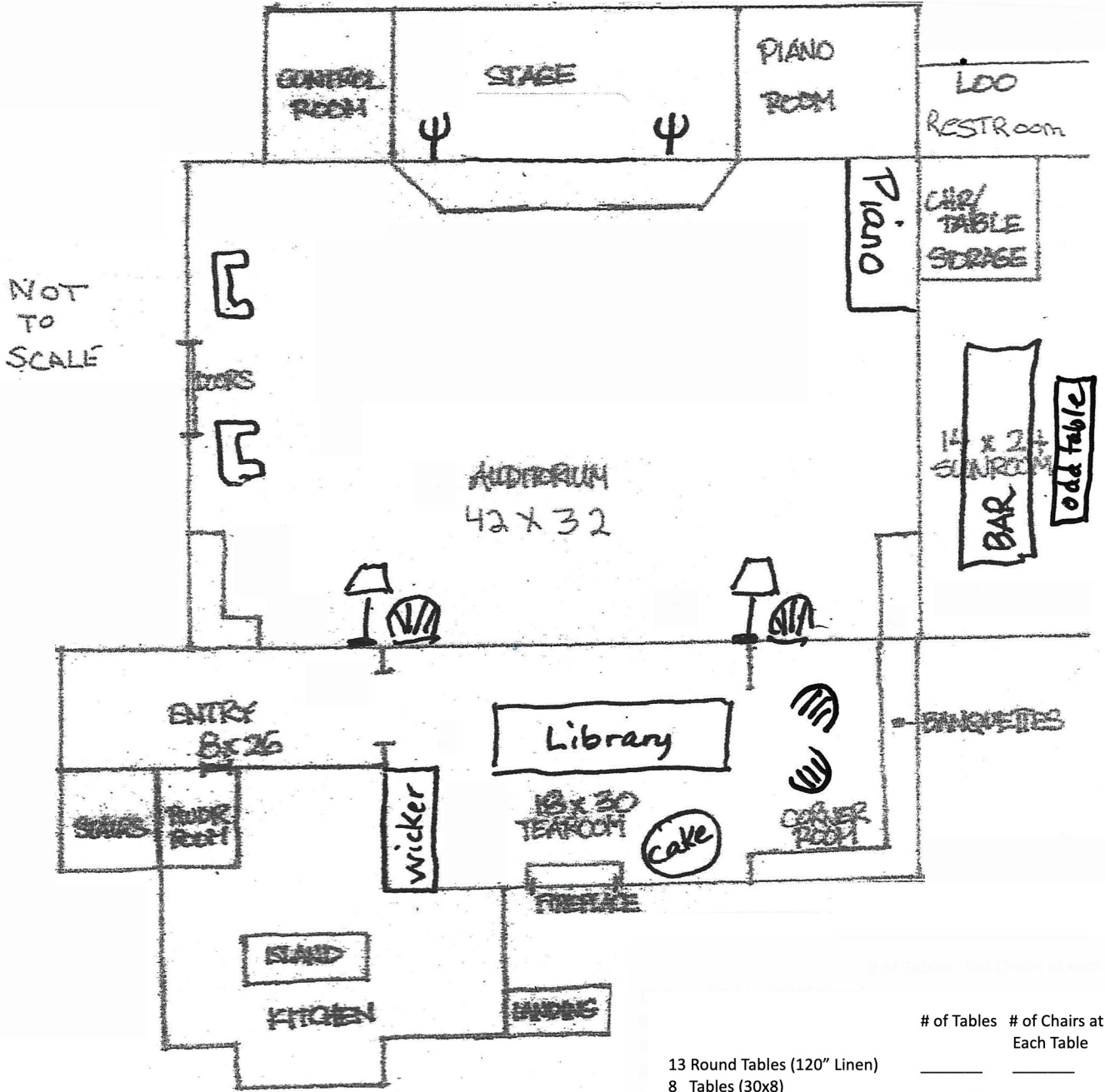
Please draw a diagram the way you prefer the room
 To be set and the equipment positions: Library Table,
 Bar, Small Wicker Table, Podium, Chairs, etc.

Neutral Floor Plan

Event Date: _____

Event Name: _____

Event Chair/Co-Chair & Phone Number: _____



NOT TO SCALE

NOTES:

	# 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	_____	_____