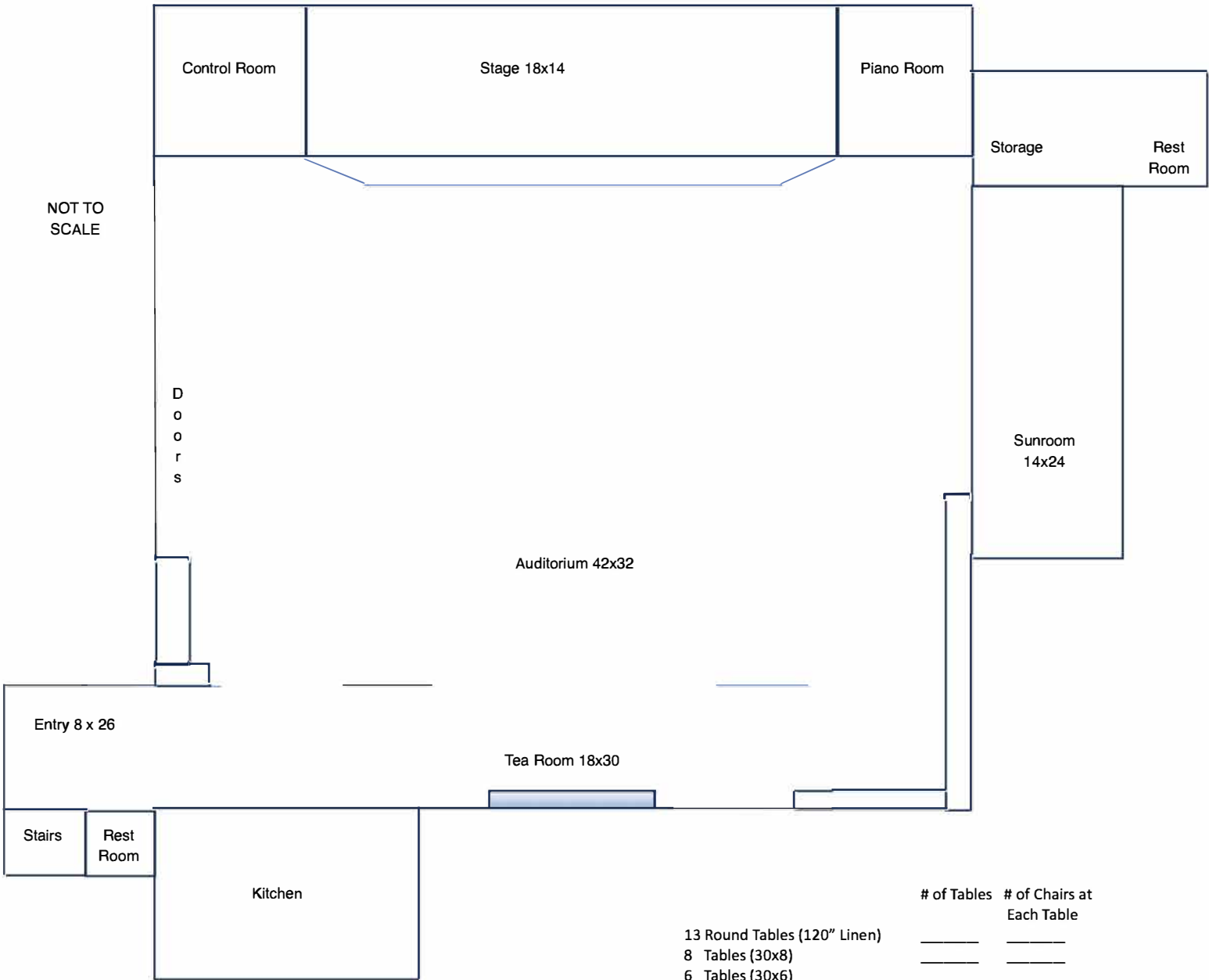


Please draw a diagram the way you prefer the room
To be set and the equipment positions: Library Table,
Bar, Small Wicker Table, Podium, Chairs, etc.

SWC Programs Chairs:

Tia Hensler (720)470-7759
Renee Maher (415)652-9956

Event Date: _____
Event Name: _____
Event Chair/Co-Chair & Phone Number: _____



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	_____	