

EVENT YEAR: _____

MONTH: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
(PLS CIRCLE)

WEEKDAY: MON TUE WED THU FRI SAT SUN
(PLS CIRCLE)

DAY: _____


FUNCTION: _____



CONTACT PERSON: _____


USING


TABLE STOCK - SCALED TO SIZE


of **200** X ... use an "X" to represent single chairs
(OR for each table write # of chairs in centre)



of **1**  **podium/mic**

of **4**  **30" round table**
 **3x3 square table**

of **20**  **6' x 30" rectangular**
(seats up to 8 people)

of **3**  **8' x 30" rectangular**
(seats up to 10 people)

of **20**  **5' round tables**
(seats up to 8 people)

 - represent pillars inside hall
 - represent electrical outlets

AV EQUIPMENT - We now only offer plug and play on the following equipment:

- TV on south wall (kitchen wall) HDMI cable attached for use.
- Plug and play speakers
- Microphone

These items are no extra charge, use at their own risk. No tech support available on site.

NOT AVAILABLE:
Projectors & screens and two TVs on west wall.

