## EVENT SETUP FORM

## INDICATE FURNITURE PLACEMENT BELOW

Todays Date
How many people are attending?
Will you need the stage? $\qquad$
Will you need the podium? $\qquad$


Available Tables:
6' Long Tables (seat up to 8 chairs)
$8^{\prime}$ Long Tables (seat up to 10 chairs)
Round Tables (seat up to 6 chairs)
(We have 9 round tables, and 18-8' tables)

