

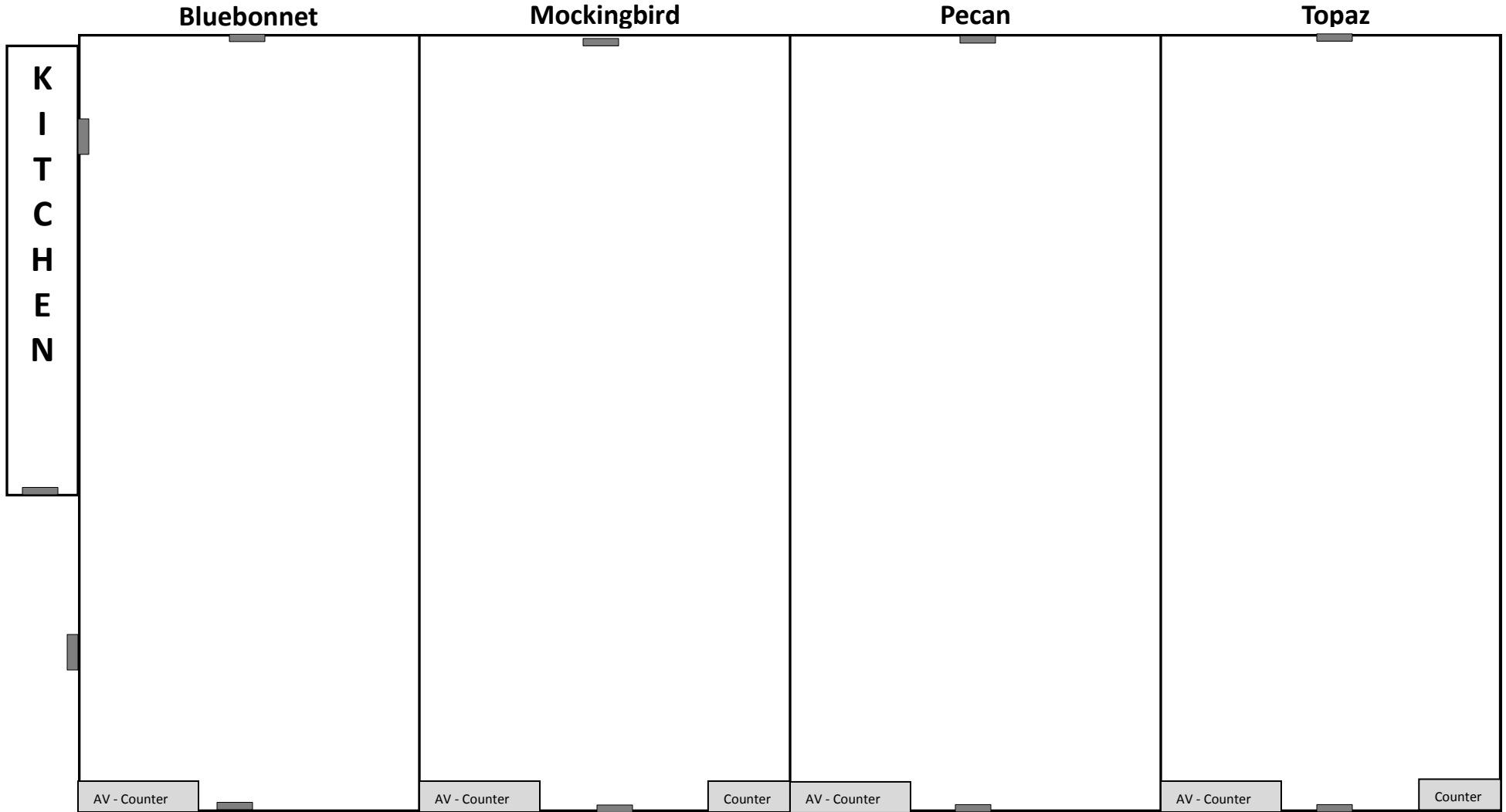
# EVENT SETUP FORM

Using the Drawing Key complete the form to reflect the room setup on the day of your event

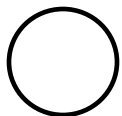
Lessee: \_\_\_\_\_

Day of Event Contact \_\_\_\_\_

Event Date & Time: \_\_\_\_\_



## DRAWING KEY (not to scale)



72" Round Table



6ft. Rectangle Table

Number of chairs per table: \_\_\_\_\_ Total # of Guests: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Circle all additional amenities you are requesting for your event:**

DVD/CD Player    Microphone    Projector/Screen    Video Cord for Laptop    Podium    Audio Cord for Sound    Easel

**Additional Notes:**