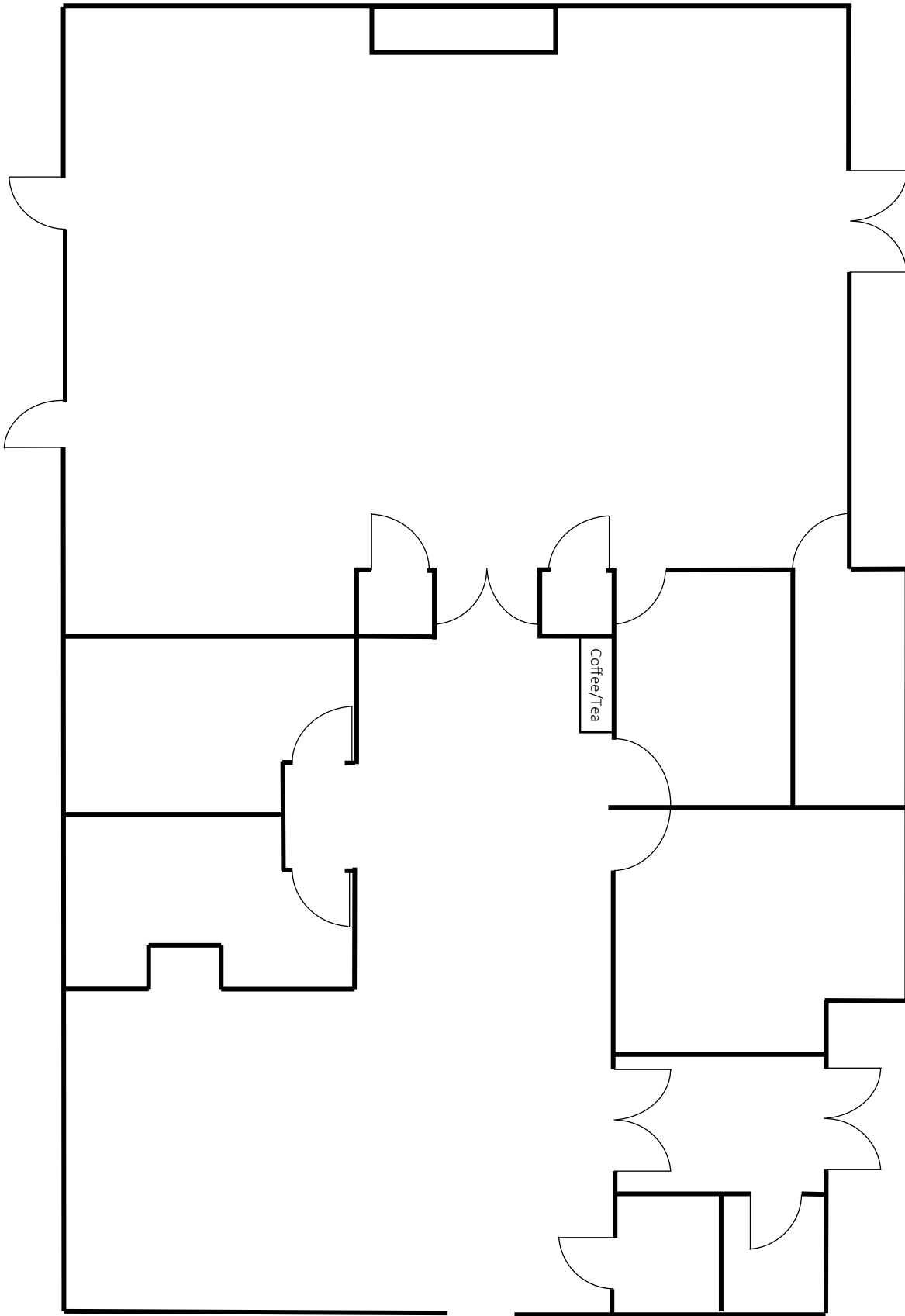


Event: _____ Date: _____ Time: _____ Guests: _____



Room:
Main: _____
Lobby: _____
Ready Room: _____

Tables & Chairs:
Rectangle 8': _____
Chairs: _____
Rectangle 4': _____
Chairs: _____
Rounds 5': _____
Chairs: _____

Set Up:
Banquet: _____
U-Shape: _____
Classroom: _____
Theater: _____
Other: _____

Linens:
House: _____
Rent: _____
Chair Covers: _____

A/V:
Screen: _____
Projector: _____
Cords: _____
Podium: _____
Wireless Mic: _____

Refreshments:
Coffee/Tea: _____
Breakfast: _____

Misc:
Coat Rack: _____
Ice Chest: _____
Salon Tables: _____
Tripod & Pad: _____
Notebooks & Pens: _____
Benches: _____

Special Instructions: _____

