Diagram D

# of chairs: 
# of tables: 
Podium: Y/N
Bar Table: Y/N
Coat Rack: Y/N

Event Name: 
Date: 
Time: 
Estimated Attendance: 
Contact: 

Additional Set-Up Information:

Cocktail Reception Set-up
-Up to 6 Cocktail tables
-Chairs placed around the room
-A table for a bar
-Podium can be placed in 2 different areas