

### Diagram A

# of chairs: \_\_\_\_\_  
 Podium: Y/N  
 Table up front: Y/N  
 Coat Rack: Y/N

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

Additional Set-Up Information:

#### Large Lecture Style Set-up

- Recommended for set-ups between 50-100 people
- Table and chairs can be placed up front

