

Diagram C

of chairs: _____
 # of tables: _____
 Podium: Y/N
 Coat Rack: Y/N

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

Additional Set-Up Information:

Luncheon/Dinner Set-up

- Up to 10 table
- If using a Podium, it can be placed in 2 different areas
- 8 chairs per table, can accommodate 10 at each but it's a tight fit
- Maximum of 100 people

