

Diagram D

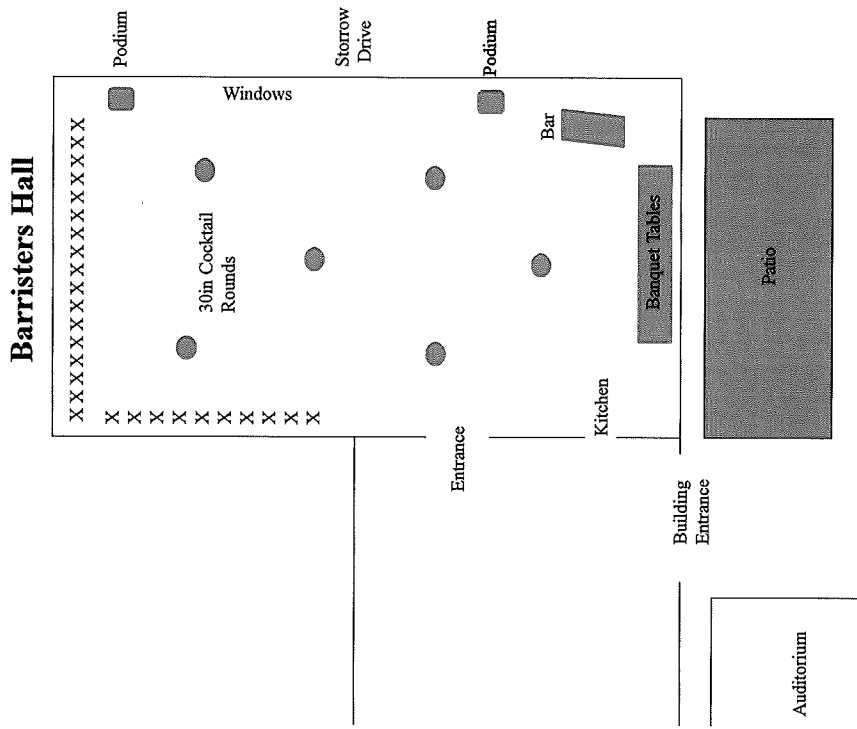
of chairs: _____
 # of tables: _____
 Podium: Y/N
 Bar Table: Y/N
 Coat Rack: Y/N

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



Auditorium