



- Instructions:
- 4 8-foot tables
2 at front & 2 at back
 - 2 small rectangular tables
1 at front & 1 at back
 - 16 conference tables
 - 44 chairs, as shown

Group Name – Day, Date
 Event Time: a/pm-a/pm Setup/Cleanup: a/pm-a/pm
 Group Contact: Name, Phone
 Event Manager: Name, Ext