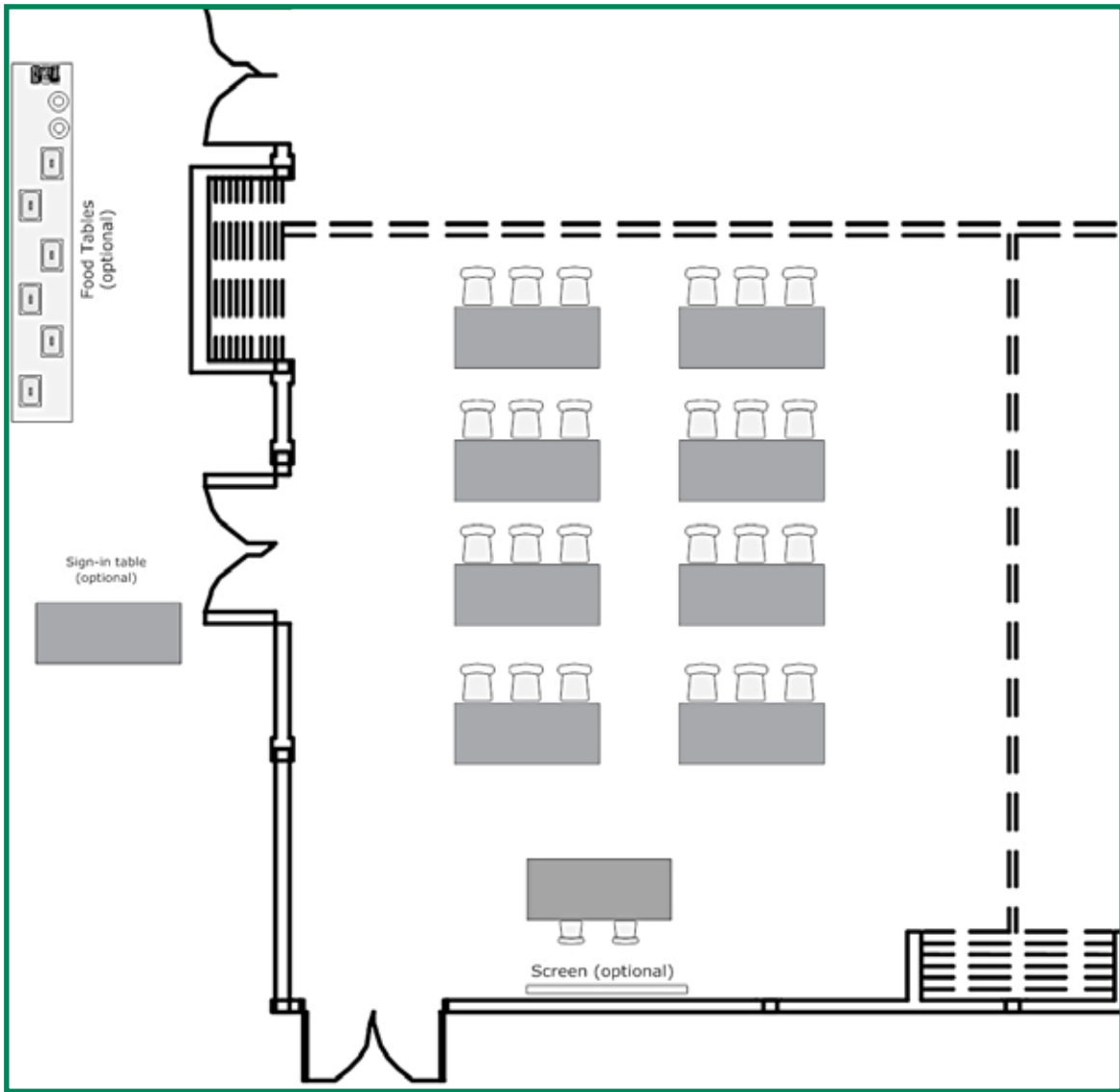




## Classroom Layout - Quarter Room



### Seating/Tables

- \_\_\_ chairs
- Head table  yes  no
- \_\_\_ chairs at head table
- Podium  yes  no
- Registration table  yes  no

### Caterer being used:

\_\_\_ catering tables

### Audio/Video Needs

- Microphone  yes  no
- Screen  yes  no
- Projector  yes  no