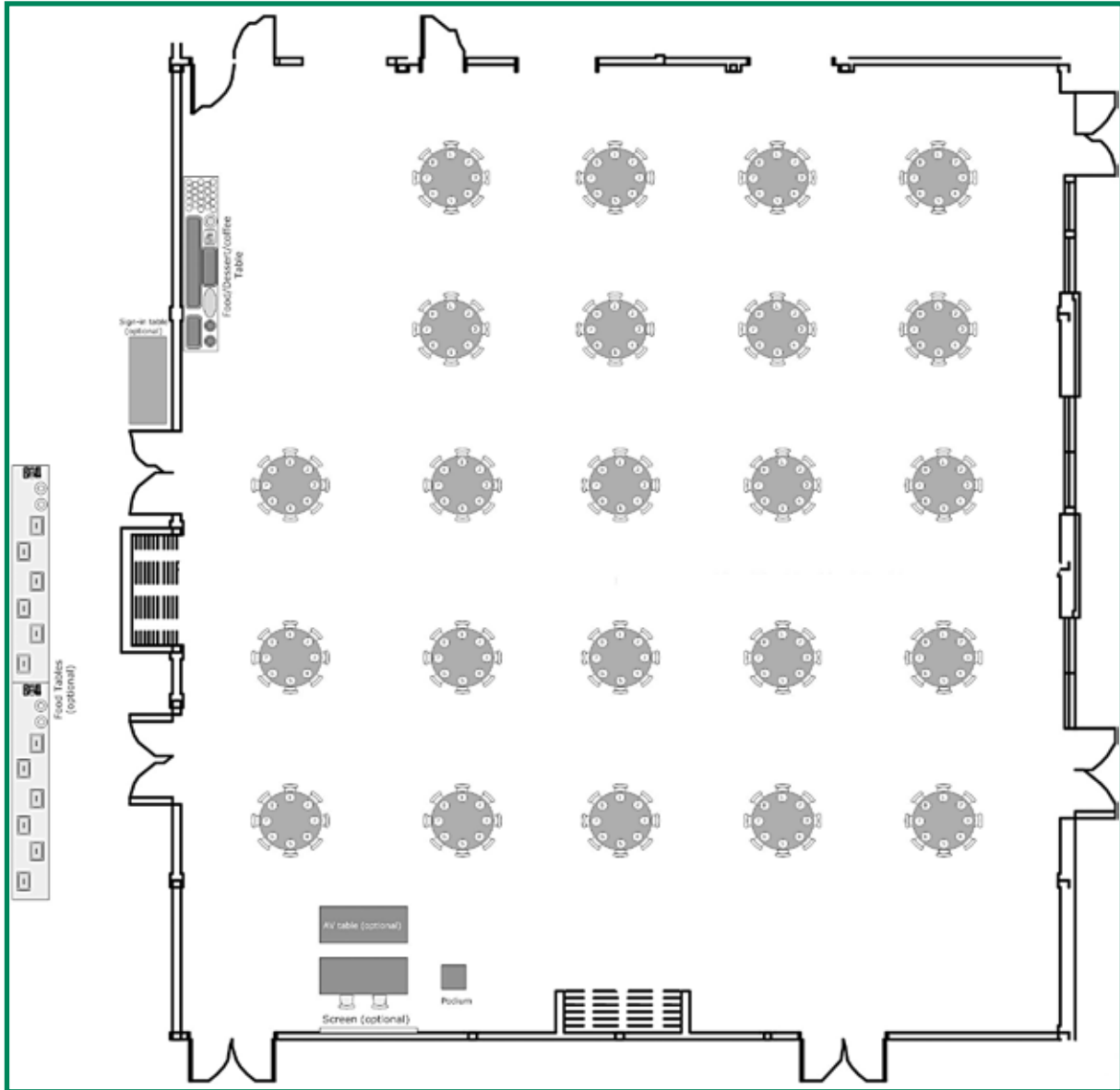




## Conferences/Meetings - Full Room



### Seating/Tables

\_\_\_ tables     round    rect.  
 \_\_\_ chairs per table  
 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