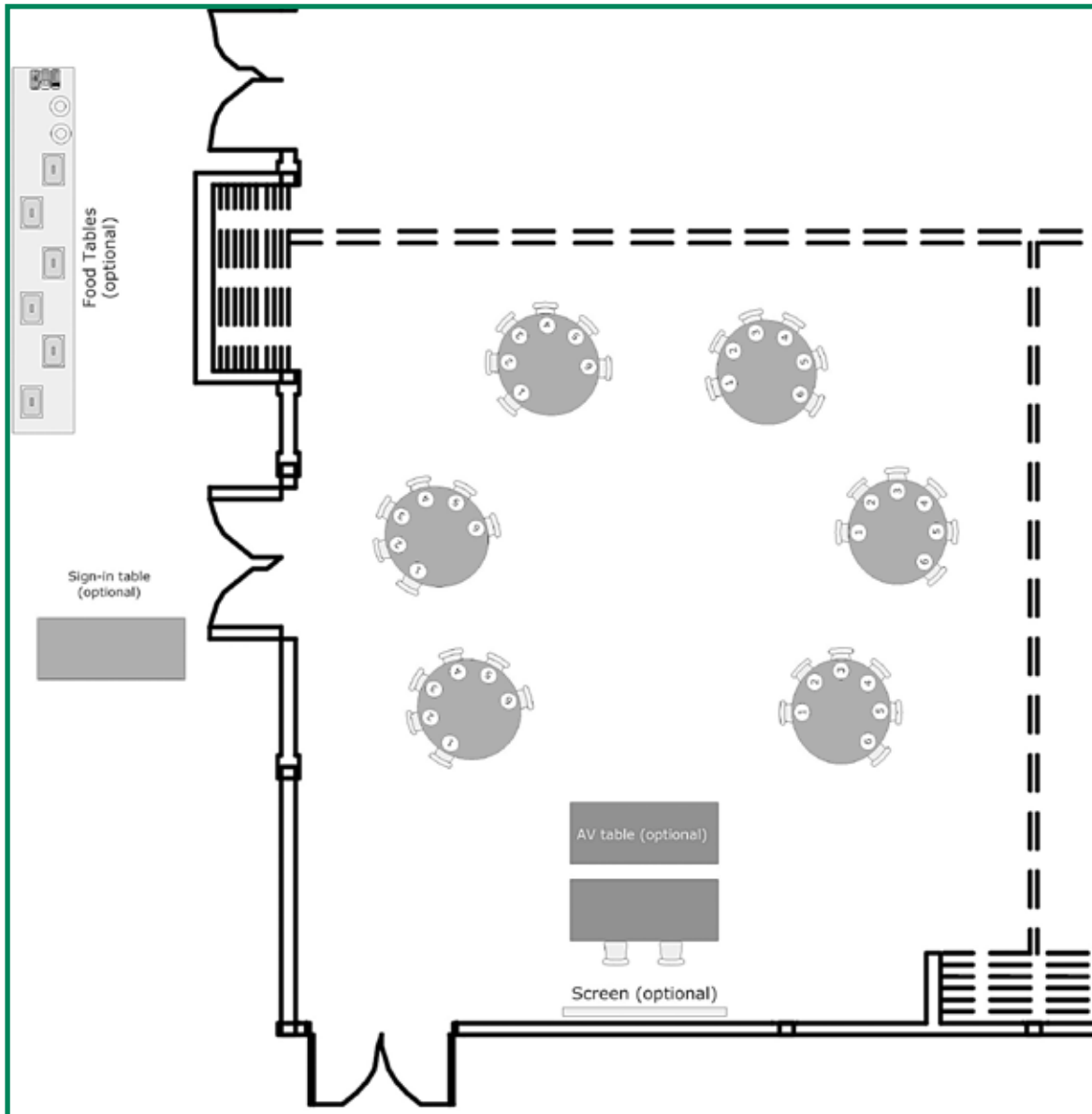




## Standard Meeting - Quarter Room



### Seating/Tables

- \_\_\_ tables  round  rectangle  
 \_\_\_ 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