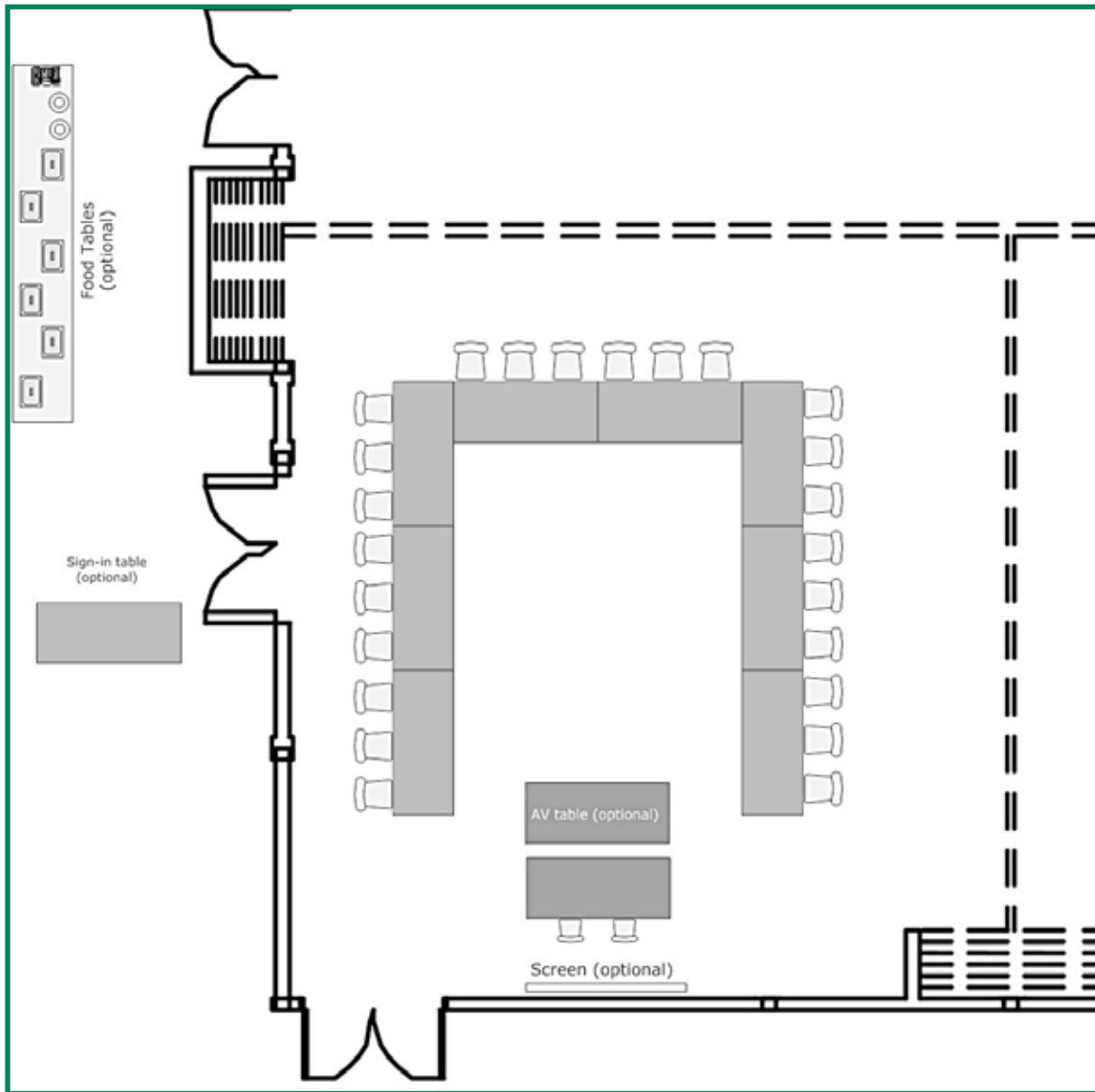




Standard Meeting U-shaped - Quarter Room



Seating/Tables

___ tables

___ 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