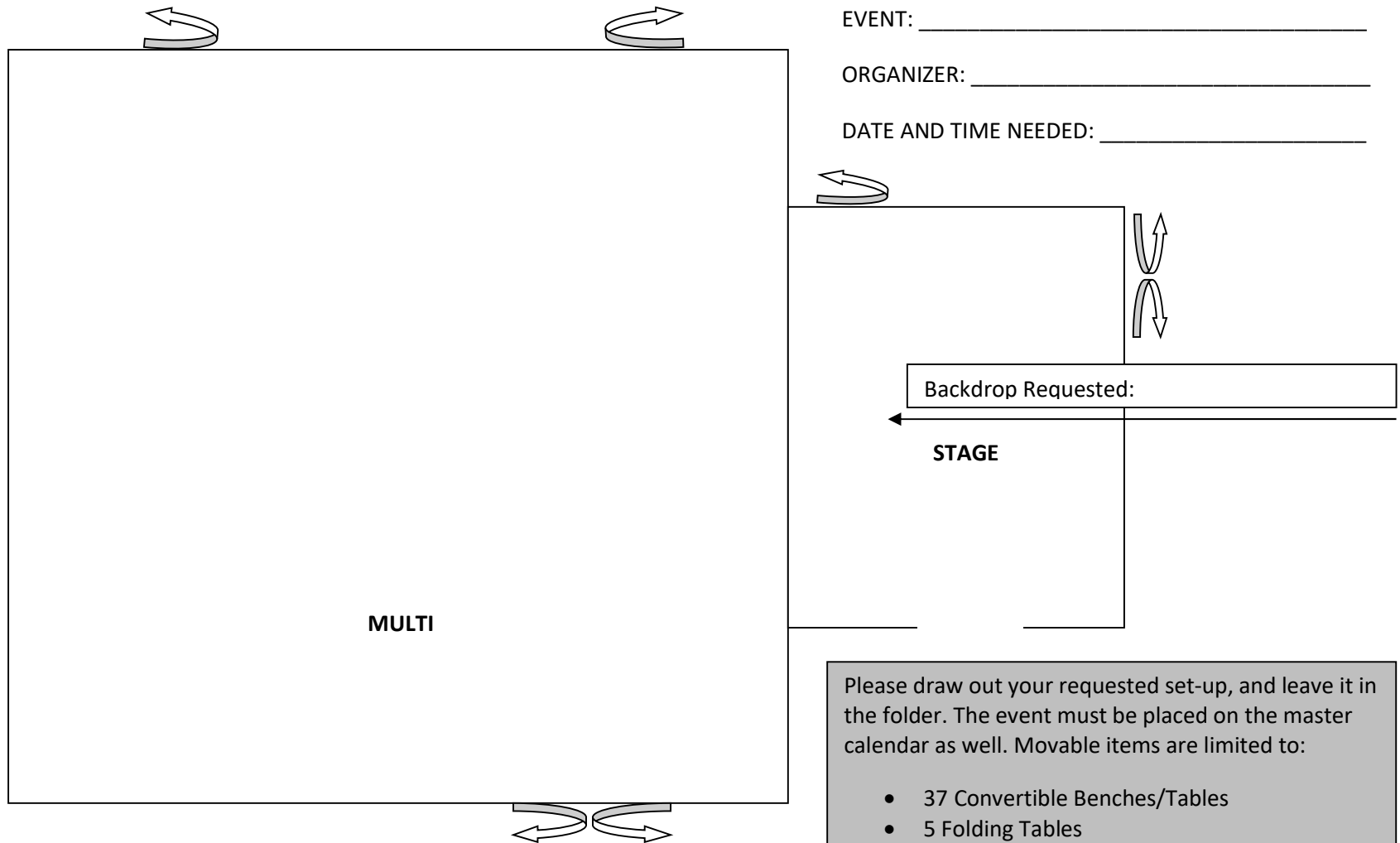


# Multi-Purpose Room and Stage Set-Up Diagram



Please draw out your requested set-up, and leave it in the folder. The event must be placed on the master calendar as well. Movable items are limited to:

- 37 Convertible Benches/Tables
- 5 Folding Tables
- 100 Folding Chairs
- 6 Garbage Cans
- 4 Sets of Risers
- 3 Stage Backdrops

Please give this form to Vicky (office) 2 to 3 weeks prior to your event