

Client: _____

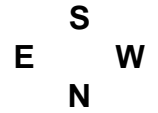
Event Name: _____

Date & Time: _____

Prepared By: _____

James Room

Lecture Capacity: 250



Set Up Notes:

- A) Podium-off centered in front of the north wall.
- B) 250 chairs in rows facing north with a wide center aisle and angled in wings.
- C) Coat racks for 250 coats in southeast corner of the room with shoji screens.
- D) 1, 6' table with blue cloth and 1 chair along the south wall for welcome/check-in

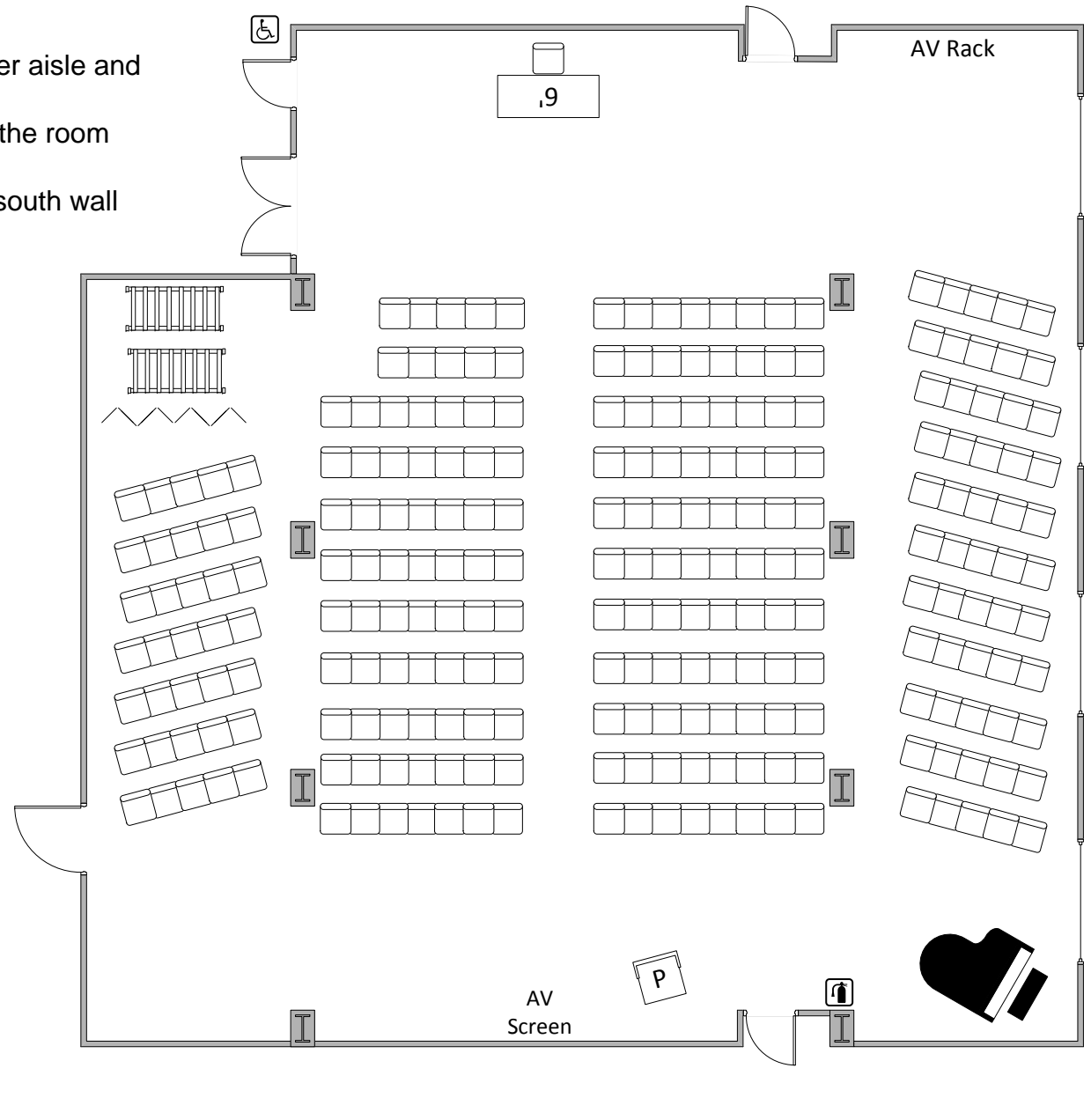
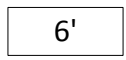
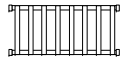


Diagram Key:



6' table



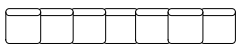
Coat Rack



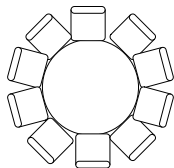
Podium



Chair



Row of Chairs



60'inch table
w/ 10 chairs