

Client: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date & Time: \_\_\_\_\_

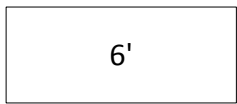
Prepared By: \_\_\_\_\_

**Set Up Notes:**

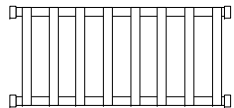
A) Conference table with 24 chairs.

B) 2, 6' tables in south for food.

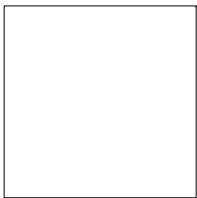
**Diagram Key:**



6' table



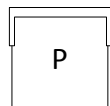
Coat Rack



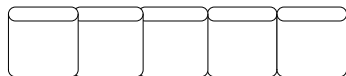
Large conference table



Chair



Podium



Row of Chairs

**Helene L. Kaplan '53 Tower Suite  
North Tower**

**Seminar Capacity: 24**

