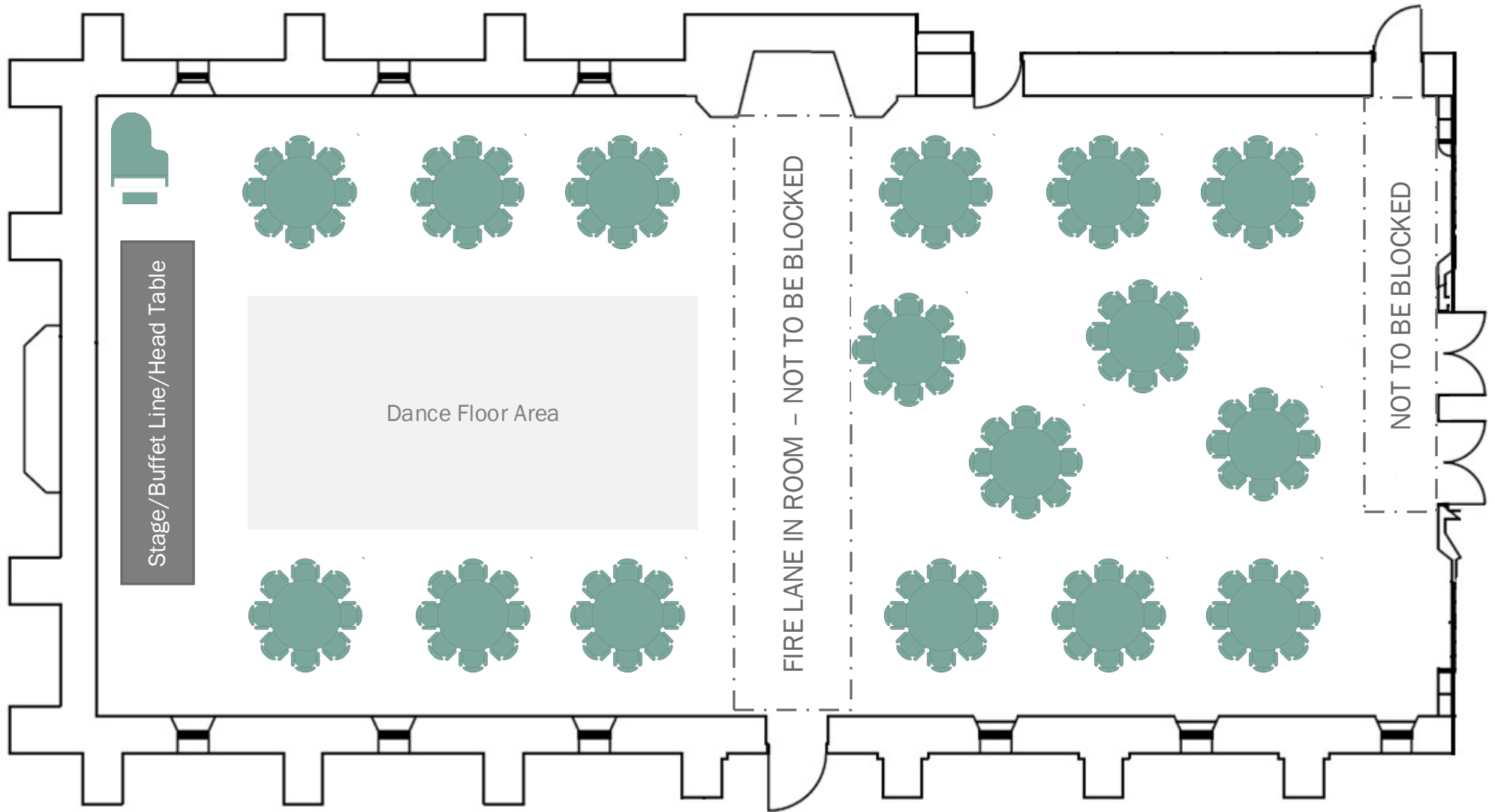
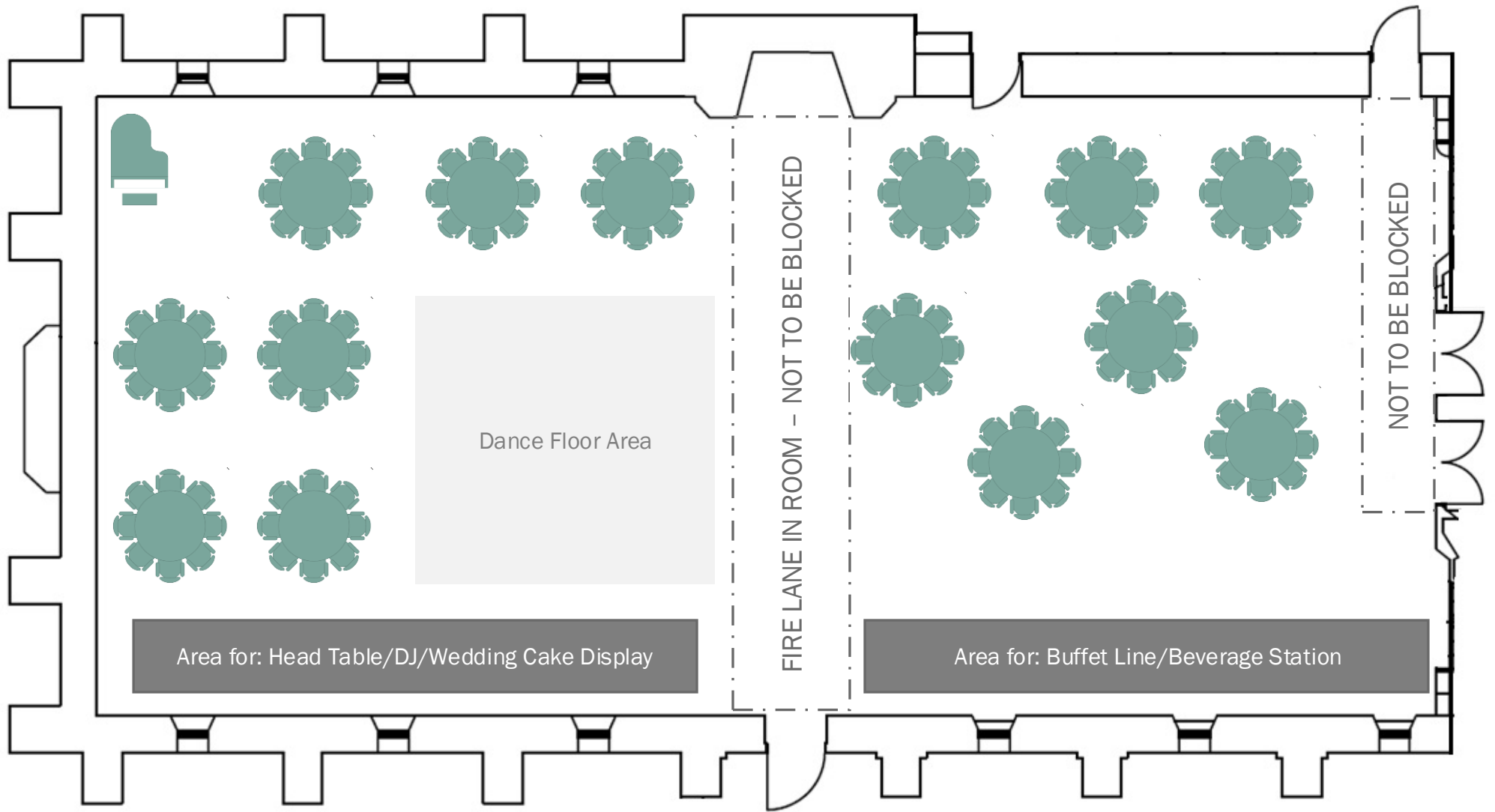


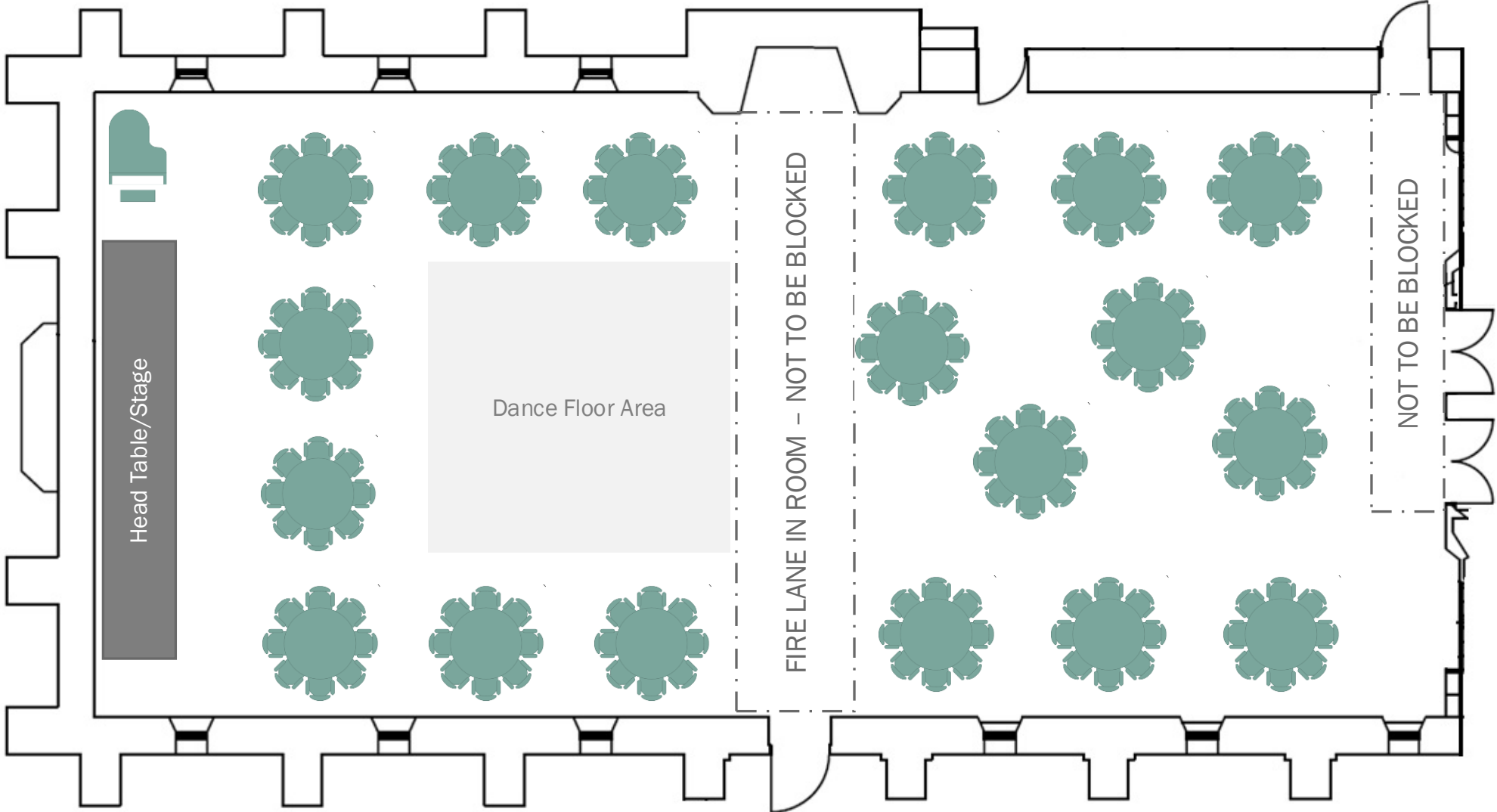
Option 1: 128 person sit down with stage/buffet and dance floor area



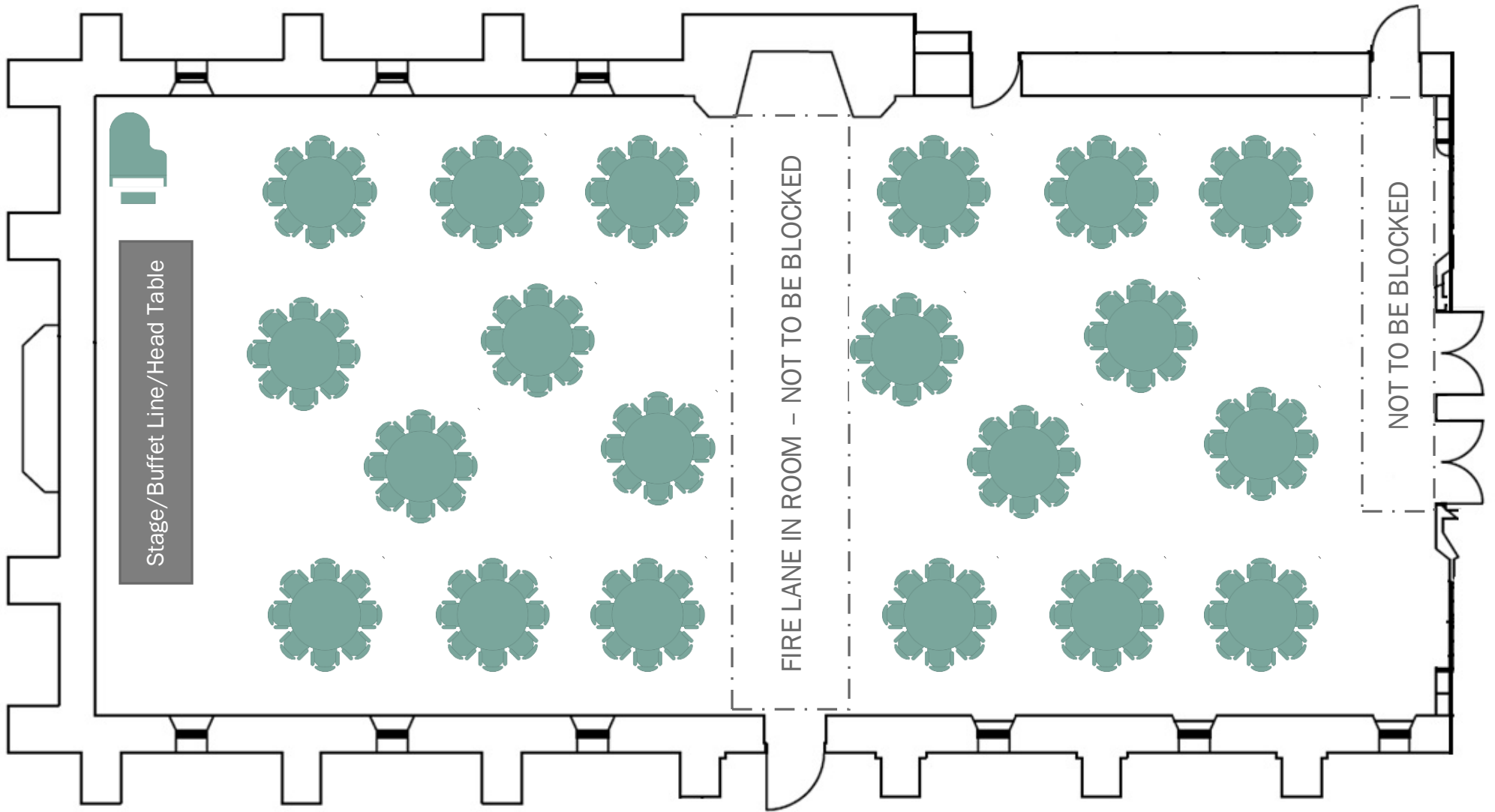
Option 2: 112 person sit down with head table/buffet and dance floor area



Option 3: 144 person sit down with head table/stage and dance floor



Option 4: 160 person sit down with head table/stage



Willard Straight Memorial Room Setup Form

Please fill in amount of items needed for your event and draw an approximate location of said items. Please note that this setup is not approved until the Room Scheduler sends back a confirmation email.

Name of Event:

Name of Contact Person:

___ # of 5' Round Tables (max 21 tables/8 chairs per table)

___ # of 6' Tables

___ # of 3' x 3' Card Tables

___ # of Stage Platforms (1 = 4' x 8'; 8 sections max)

___ Grand Piano Unlocked

___ Skirting for Platforms

___ # of Floor Easels (max 4)

___ # of Tabletop Easels (max 10)

___ House Sound System

___ # of Microphones

