



# Request for Room Set-Up

Tables, Chairs, Equipment

*(Not responsible for decorating)*



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

Event Location: \_\_\_\_\_

Date and Time set-up needed to be completed: \_\_\_\_\_

Set up for \_\_\_\_\_ people.

Type of dining tables needed:                      Round                      Rectangular

Number of food tables required (food tables will always be rectangular): \_\_\_\_\_

Please draw a general diagram of layout desired in the area below: