

Date: _____

Event: _____

Auditorium Room Set-up

(please sketch in desired placement of long tables and round tables)

No. of long tables _____

Skirt tables? Yes No

No. of round tables _____

Tablecloths? Yes No

Napkins? Yes No

Centerpieces? Yes No

_____ Chairs per table

Additional Notes

Stage

Entrance Ramp

Entrance Stairs

**/ Doors /
from dining room**

**/ Doors /
from dining room**