

1A—Party Meeting Room Set up (1 classroom)



Seating	# of Tables	Chairs per Table
16	4	4 chairs

Other Notes

Two(2) additional tables can be added for gifts / food. Must provide table cloths for these if adding.

1B—Party / Meeting Room Set up (1 classroom)



Seating	# of Tables	Chairs per Table
25	6	5 with 4 chairs / 1 with 5 chairs

Other Notes

Two(2) additional tables can be added for gifts / food. Must provide table cloths for these if adding.

1C—Meeting Room Set up (1 classroom)



Seating	# of Tables	Chairs per Table
12	4	12 chairs around perimeter
16	6	16 chairs around perimeter

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

1D—Lecture Room Set up (1 classroom)



Seating	# of Tables	Chairs per Table
24	2	2 tables with 2 chairs; 20 chairs in 5 rows of 4

Other Notes

Two (2) additional tables can be added for food / presenter materials. Must provide table cloths for these if adding.

2A—Party / Meeting Room Set up



Seating	# of Tables	Chairs per Table
50	9	7 with 6 chairs / 2 with 4 chairs
40	7	6 with 6 chairs / 1 with 4 chairs
30	6	6 with 5 chairs

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

2B— Meeting Room Set up



Seating	# of Tables	Chairs per Table
20	9	Chairs on outside perimeter
36	9	Chairs on inside AND outside perimeter

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

2C— Meeting Room Set up



Seating	# of Tables	Chairs per Table
20	9	Chairs on outside perimeter
36	9	Chairs on inside AND outside perimeter

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

2D—Lecture Room Set up



Seating	# of Tables	Chairs
50	1	1 table with 2 chairs 8 rows of 6 chairs

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

3A—Party / Meeting Room Set up

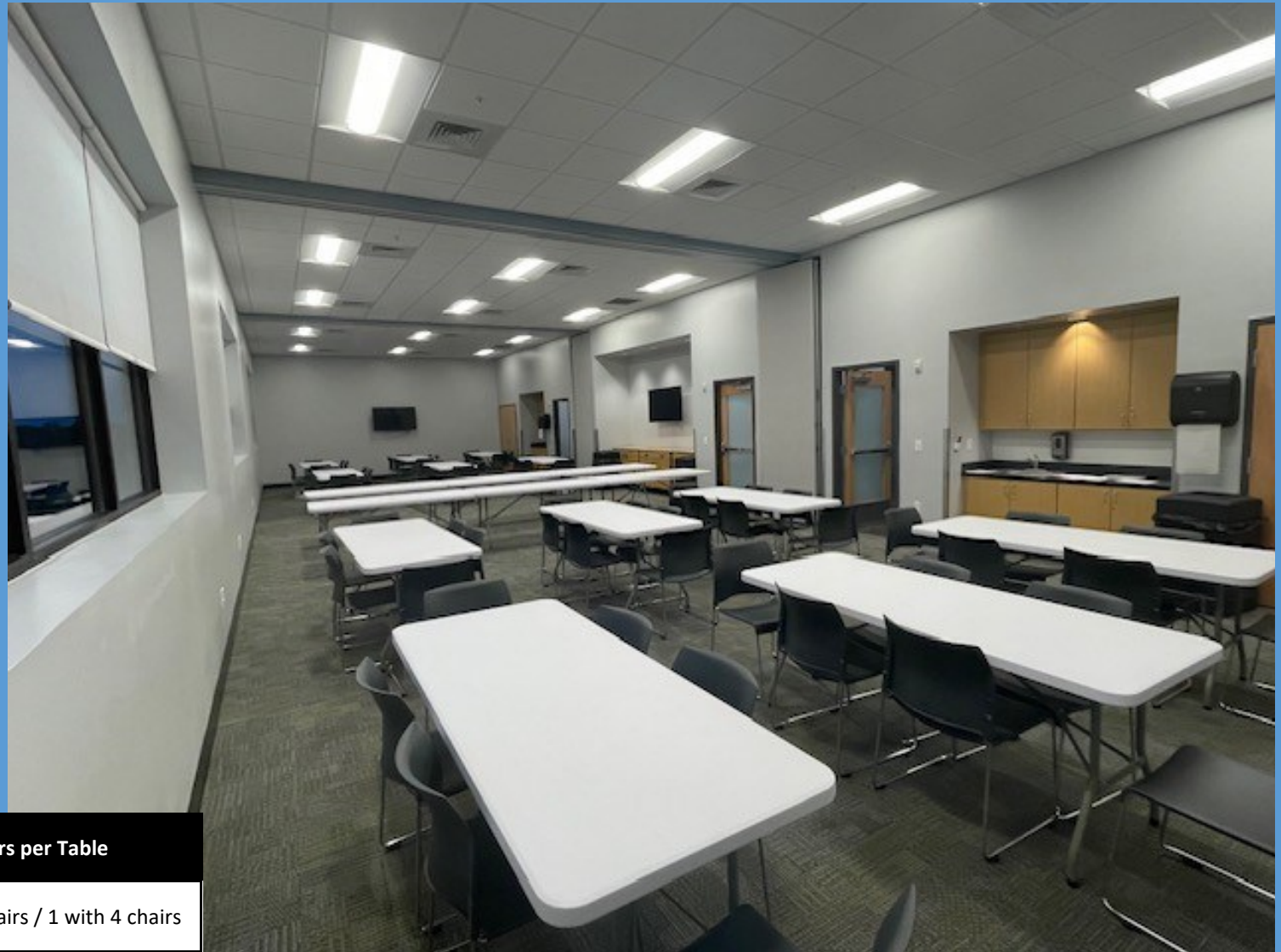


Seating	# of Tables	Chairs per Table
75	14	10 with 6 chairs / 3 with 5 chairs 1 with no chairs (for gifts)
60	11	10 with 6 chairs 1 with no chairs (for gifts)
50	12	11 with 4 chairs / 1 with 6 chairs 1 with no chairs (for gifts)

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

3B—Party / Meeting Room Set up (3 classrooms)



Seating	# of Tables	Chairs per Table
75	12	11 with 6 chairs / 1 with 4 chairs
50	12	11 with 4 chairs / 1 with 6 chairs
50	9	7 with 6 chairs / 2 with 4 chairs

Other Notes

Middle six(6) tables are for food / gift set up. Must provide table cloths.

3C—Conference Room Set up (3 classrooms)



Seating	# of Tables	Chairs per Table
44	20	20 tables—chairs on outside perimeter

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.

3D—Lecture Room Set up (3 classrooms)



Seating	# of Tables	Chairs
75	2	2 table with 2 chairs 11 rows of 6 chairs 1 row of 5

Other Notes

Two (2) additional tables can be added for food. Must provide table cloths for these if adding.