Client: ____________________________  
Event Name: ________________________  
Date & Time: ________________________  
Prepared By: ________________________  

**Event Oval**  
Buffet Capacity: 200

**Set Up Notes:**

A) 20, 60" round tables with 10 chairs per table.  
B) Event Oval podium on stage.  
C) 3, 6' foot tables in front of the south wall for food.  
D) 3, 6' foot tables in front of the north wall for food.  
E) 1, 6' table draped in gray cloth with 2 chairs in LL1 Lobby.