

Client: _____
 Event Name: _____
 Date & Time: _____
 Prepared By: _____

**Helene L. Kaplan '53
 Tower Suite
 South Tower**



Set Up Notes:

- A) Conference table with 16 chairs.
- B) 2, 6' tables along east wall for refreshments.
- C) Trash can and recycling bin.

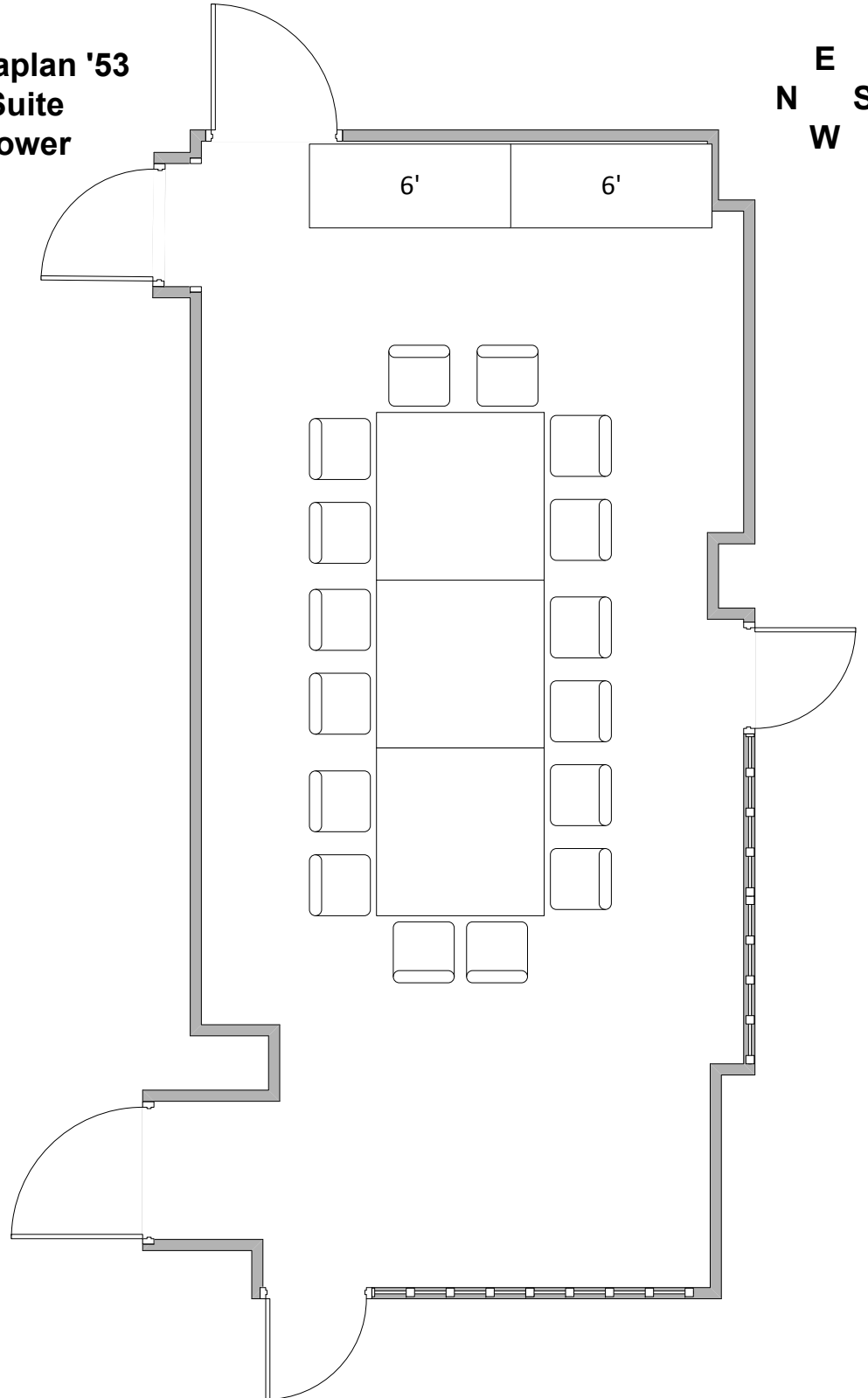
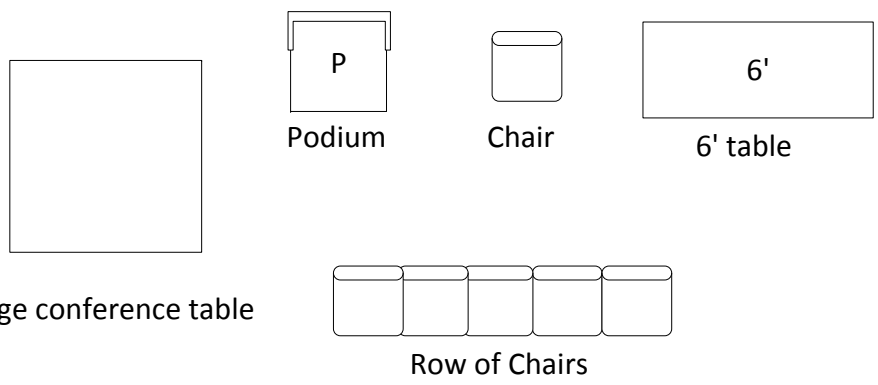


Diagram Key:



Large conference table

Row of Chairs