

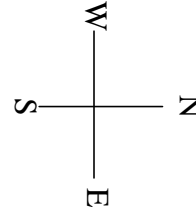
Client: _____

Event Name: _____

Date & Time: _____

Prepared By: _____

Judith Shapiro Faculty Room



Setup notes:

- B) 2 black & white shoji screens around water jugs.
- B) Tidy set-up:
 - 3 square tables along west wall (refreshments).
 - 4 square tables in center with 12 orange chairs.
 - 1 square table w/ 2 chairs along east windows.
 - Armchairs and coffee tables.
- C) Sweep for crumbs, wipe surfaces.

