

Client: _____

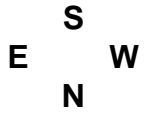
Event Name: _____

Date & Time: _____

Prepared By: _____

James Room

Panel Capacity: 250



Set Up Notes:

- A) 2, 6' tables, draped in blue cloth, with 6 chairs behind the tables.
- B) Podium west of panel tables.
- C) 250 chairs in rows facing north with a wide center aisle and angled in wings.
- D) Coat racks for 250 coats in southeast corner of the room with sjoji screens.
- E) 1, 6' table draped with 1 chair along the south wall for welcome/check-in.

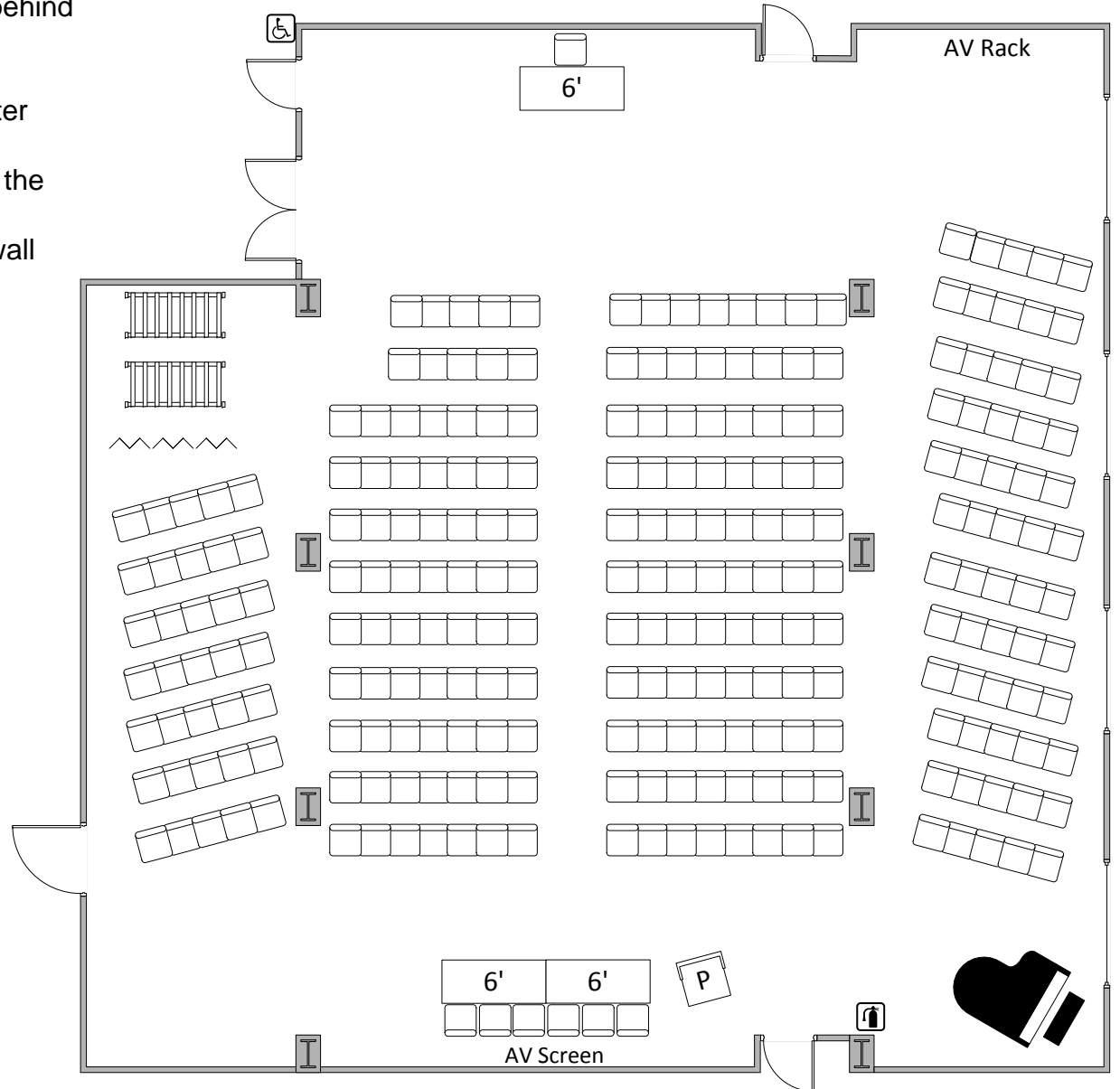
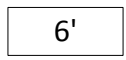
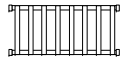


Diagram Key:



6' table



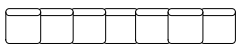
Coat Rack



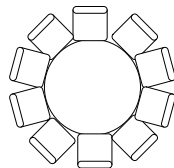
Podium



Chair



Row of Chairs



60'inch table
w/ 10 chairs