James Room
Reception Capacity: 285

Set Up Notes:
A) 4, 60" rounds along the west side of the room with 8 chairs per table.  
B) 1, 60" round with 4, 6 tables centered in the room.  
C) 3, 6' tables along the east wall for bar.  
D) 1, 6' table near the east column for kosher food.  
E) 2, 6 tables in front of the south wall for food.  
F) Podium off-centered in front of the north wall.  
G) Coat racks for 200 with shoji screens in front.

Diagram Key:
- 6' table
- Coat Rack
- Podium
- Chair
- Row of Chairs
- 60'inch table w/ 10 chairs
- AV Screen
- AV Rack

Client: ____________________
Event Name: ________________
Date & Time: ________________
Prepared By: ________________