

Client: _____

Event Name: _____

Date & Time: _____

Prepared By: _____

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



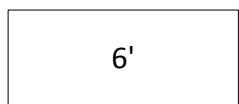
Set Up Notes:

A) Conference table with 16 chairs.

B) 2, 6' tables in east for food.

Seminar Capacity: 16

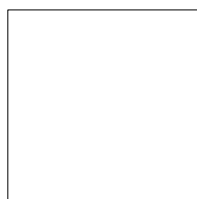
Diagram Key:



6' table



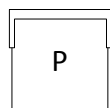
Coat Rack



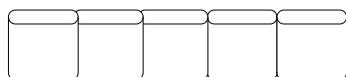
Large conference table



Chair



Podium



Row of Chairs

