

Please Return 15 Days Prior to Event Date

PLEASE LIST NAME OF CATERER: _____

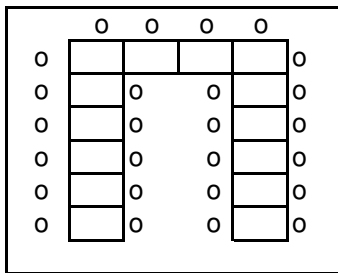
The conference center will hold **272 people** maximum; but **only 169 chairs** are available for seating.

Round or Rectangle Tables Available

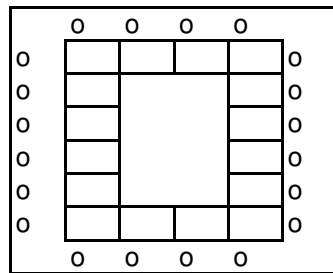
16 Round Table - 5 ft in diameter (seats up to 8 people)

30 Rectangle Tables - 6ft by 2ft. (seats up to 8 people)

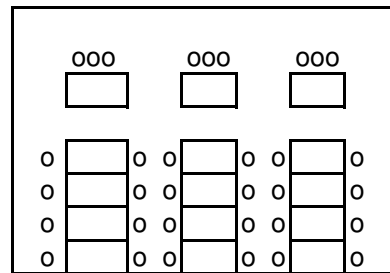
If you do not want to use any of the following room setups, you may create your own on the backside of this page



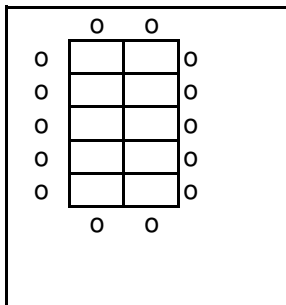
Conference "U"



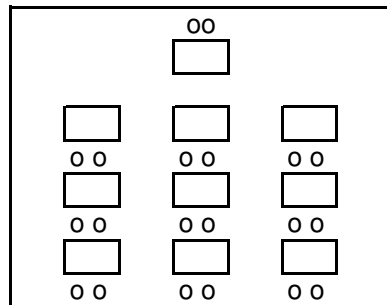
Conference Round Table



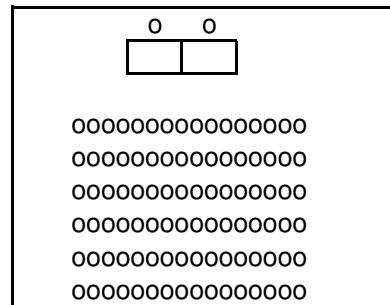
Banquet "E"



Directors Table



Classroom Style

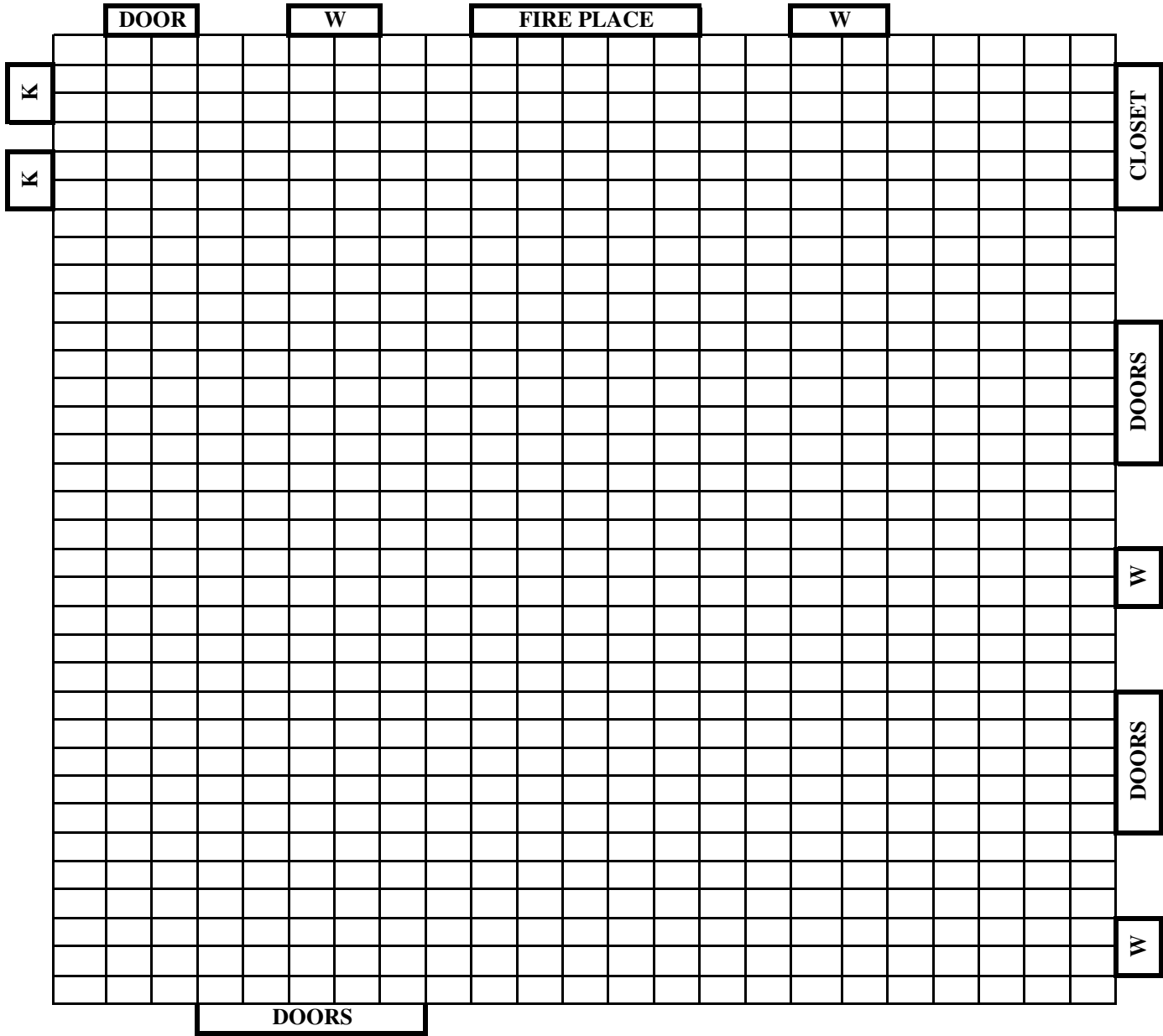


Theatre Style

If needed, please indicate Audio Visuals needed:

- Slide Projector
- Large Movie Screen
- Speakers Rostrum/Wireless Microphone
- Overhead Projector
- Easel and flip charts
- Powerpoint Slide Projector
- TV / VCR with stand

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- 16 5ft Round Tables (sits 8 or less)
- 30 6ft Oblong Tables (sits 8 or less)
- 169 Chairs

Maximum Room Capacity: 272
Approx Room Size 55 x 34 ft.
Seats: 169 people