

Please indicate the following items on the diagram below (Where applicable):

- ☐ Position of head table _____ # of people at the head table
- ☐ Cake Table
- ☐ Gift Table
- ☐ Podium _____ Cordless Microphone
- ☐ Guest Registrar Table _____ Corded Microphone
- ☐ Buffet Table
- ☐ Coffee Dessert Table
- ☐ DJ Table
- ☐ # of rectangular tables (8 chairs per table) _____
- ☐ # of round tables (6 chairs per table) _____
- ☐ # of Chairs for Theatre Style Seating _____ Total # of guests

***Please use the guideline above and the diagram below to assist in the set-up of your function. Diagram must be received a minimum of 7 days in advance. Your happiness is our top priority!!
Contact 260-2937 or 933-3040 to finalize details.***

