EVENT SET UP FORM

NAME _____

fax: 651-698-3000
Attention: Bill

DATE OF EVENT _____

(2.5 squares equal banquet table (8' long)

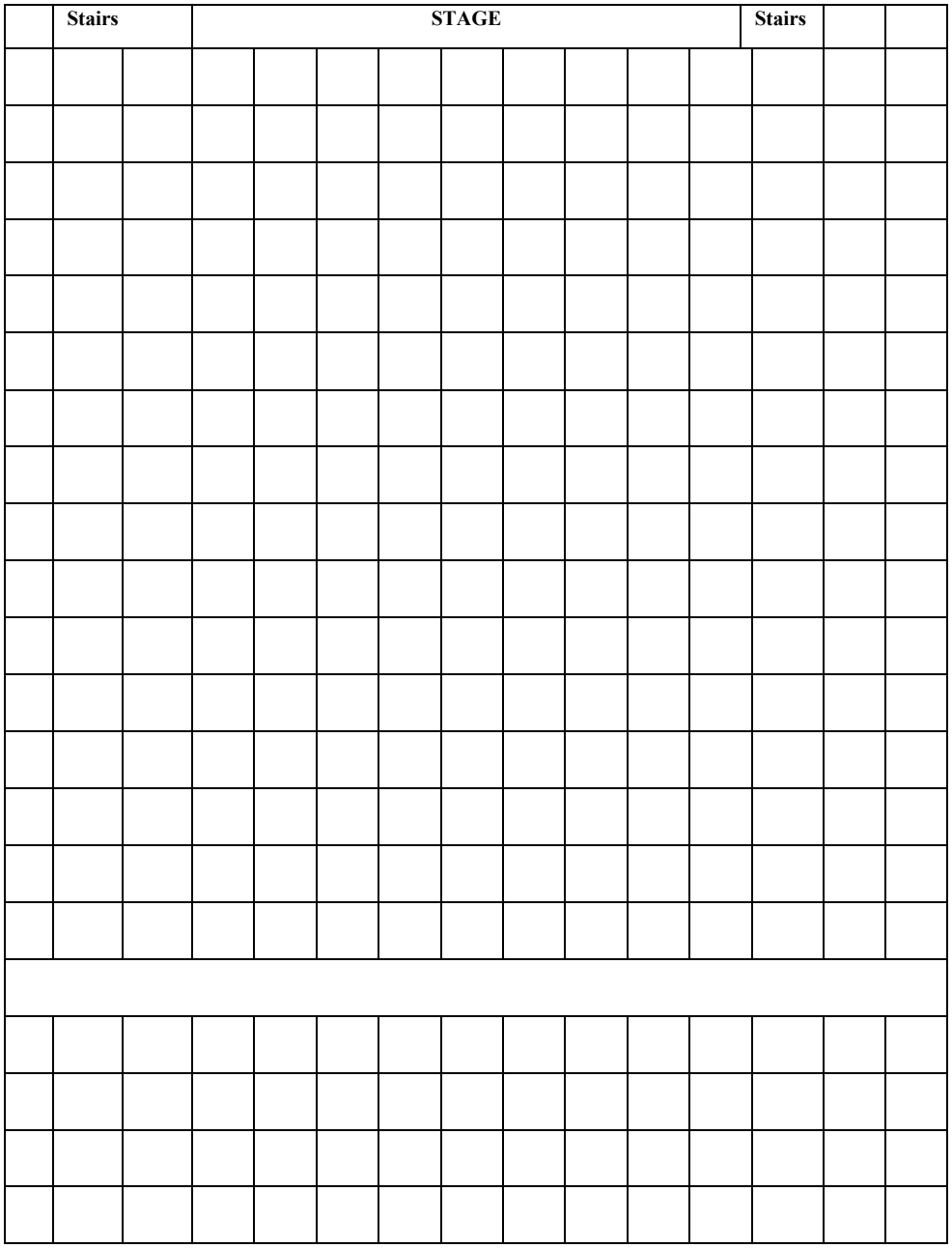
(1 "quarter" circled equals one 6' round table with chairs)

(we have 25 tables, 300 red chairs)

(add # of chairs needed per table)

(also add placement of microphones, easels, and placecard tables, etc.)

Please return this Set-Up Sheet to the Building Supervisor at least one week prior to your event.

We will set up your event according to the detail drawn above. We plan our labor needs according to your plans, so we cannot be responsible for last minute changes. Call us as soon as possible with required changes. Please list on another sheet the rented items, their supplier, and time of delivery to the Temple.

Please note: For weekend events, we close at 4:00 p.m. on Friday and NO deliveries