

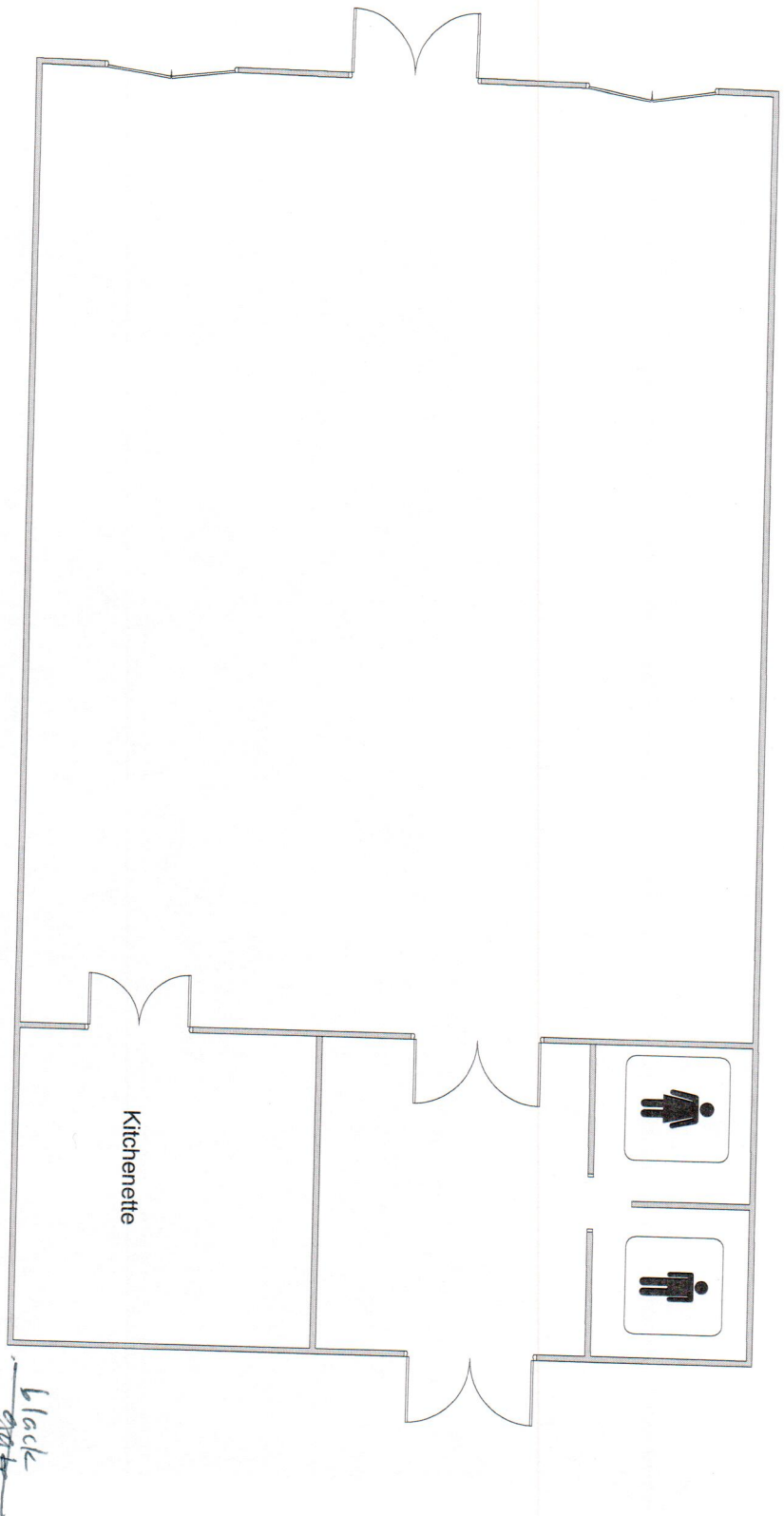
Event Name: Annual Fund Kickoff      Event Date: 10/3/19  
Submitter's Name: Libby      Phone # 7777

**Print this page and draw your set-up design for the Community Room.**

Keep in mind these space limitations for this area:

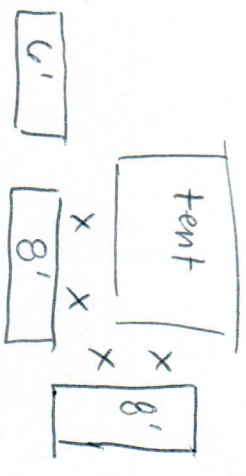
Maximum Chair Capacity:  
108 - Community Room  
Chairs, 150 tightly  
(theatre-style with no tables)

Maximum Table Capacity:  
Depends on the layout. If in doubt, draw what you would like to have and Facilities will contact you if there is a problem.



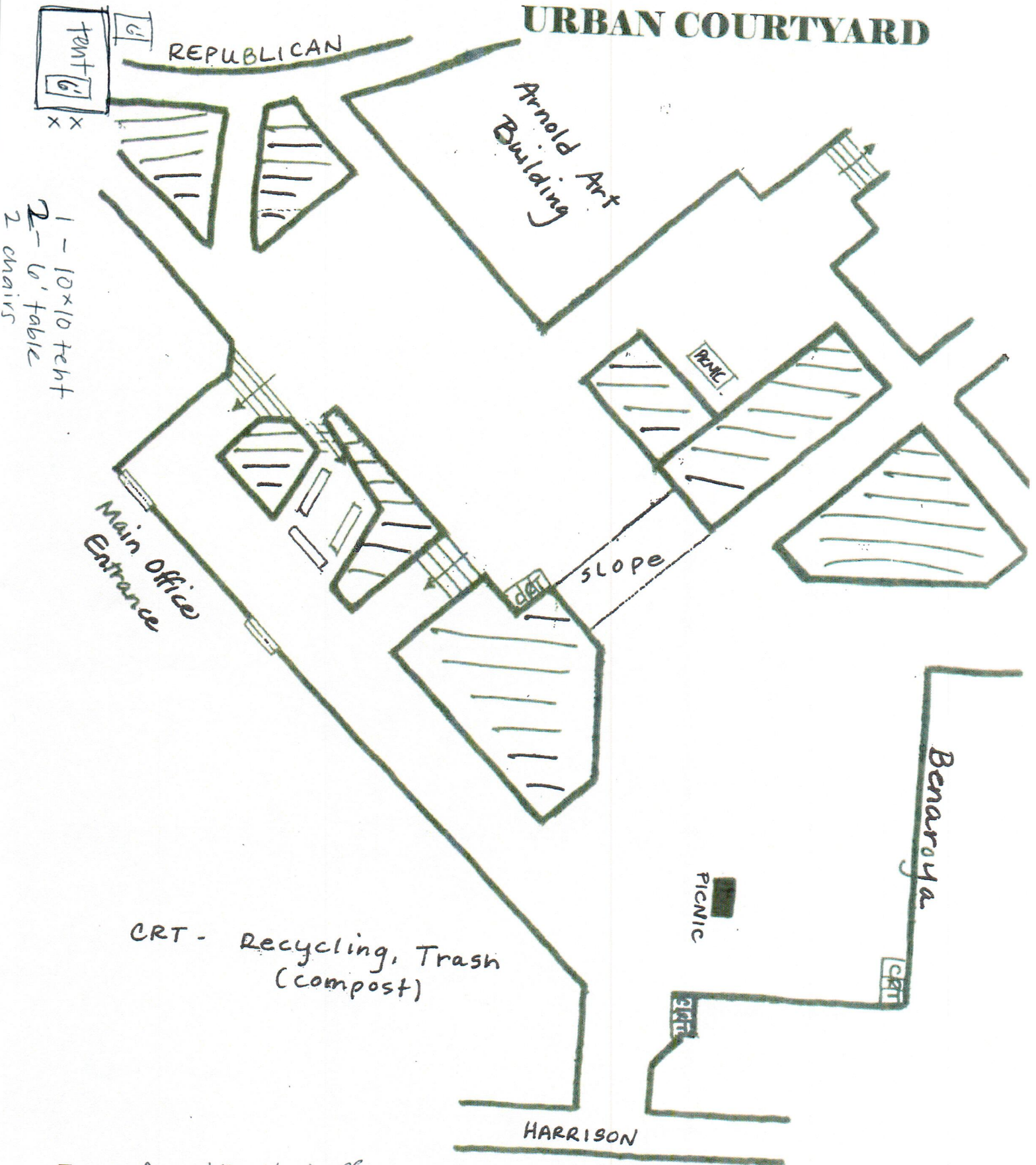
**COMMUNITY ROOM**

- 2 - 8' tables
- 1 - 6' table
- 1 - tent
- 4 chairs



black gate

# URBAN COURTYARD



1 - 10x10 tent  
2 - 6' table  
2 chairs

Event: Annual Fund Kick off Event Date: 10/3/19 Event Time: 8:00 - 8:30  
Your Name: Libby Ext # 7777