

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/Microphone _____ Cordless Microphone
- Guest Registrar Table _____ Corded Microphone
- Buffet Table
- Coffee Dessert Table
- DJ Table
- # of rectangular tables (8 chairs per table) _____
- # of round tables (8 chairs per table) _____ Total # of guests
- # of Chairs for Theatre Style

***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!!

