

Reinig Center Set up

Name _____ Event Date _____

_____ # of people attending

_____ Round tables 6 chairs per table

_____ Rectangle tables 6 chairs per table

_____ Rectangle tables towards screen 2 chairs per table

_____ Food tables ___ In room ___ IN HALLWAY

_____ Reception tables in hallway 1 or 2

_____ Screen

_____ Projector

_____ Time requesting building unlocked _____

KITCHEN	MICKELSON RM	REINIG ROOM	SPRINGER ROOM
HALLWAY			