

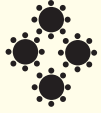
Meeting Set Up:

Function # / Banquet Event Order

Description:

Date: Number of Attendees: Start time: End time:

Room Set Up - Select your room setup type:



Banquet



Reception



Theater



Classroom



Boardroom



Hollow Square



U-Shape



Exhibit Hall

Food and Beverage:

<i>Morning:</i>	Continental Breakfast	Full Breakfast	Morning Break	Special Dietary Plate
<i>Afternoon:</i>	Lunch Buffet	Plated Lunch	Afternoon Break	Special Dietary Plate
<i>Evening:</i>	Dinner Buffet	Plated Dinner	Reception	Special Dietary Plate

Other:

A/V needs: Internet Videoconference Television Computer Computer Projector
 Podium Whiteboard Microphone

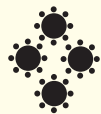
Notes: (fill in box - include details, breakout rooms, etc.)

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