

# ROOM RESERVATION SETUP QUESTIONNAIRE

1. Do you need use of the sound system?  Yes  No  
 \*\*\*Only available with use of the full ballroom or Chesapeake\*\*\*

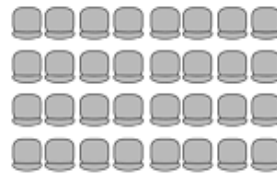
2. Do you need use of a podium?  Yes  No  
 Please indicate placement on room layout, backside of paper.

3. Do you need use of the projector?  Yes  No

4. Seating Arrangements  
 Indicate the Number for Style of Seating \_\_\_\_\_ or draw your own style on room layout, back of paper.  
 Number of Seats \_\_\_\_\_  
 Please indicate placement on room layout, backside of paper.

5. Are other tables needed?  Yes  No  
 What type & how many?  
 Round 8 ft \_\_\_\_\_  
 Rectangle 6 ft x 3 ft \_\_\_\_\_  
 Rectangle 5 ft x 2 ft \_\_\_\_\_  
 Please indicate placement on room layout, back of paper.

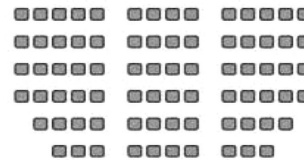
Additional Notes to Setup:



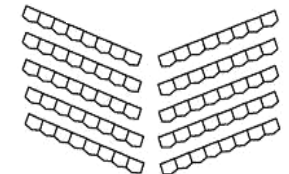
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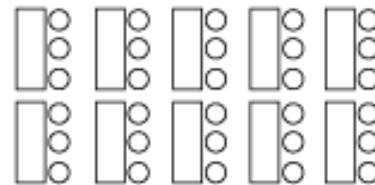
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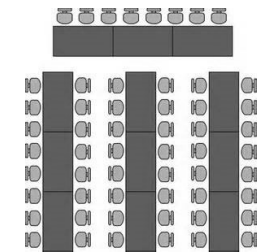
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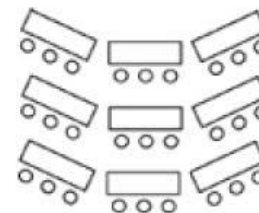
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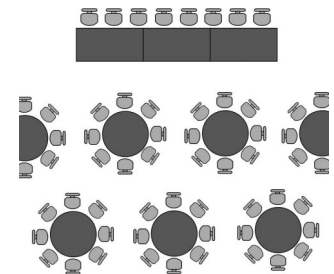
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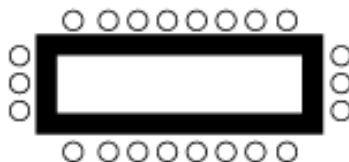
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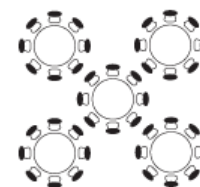
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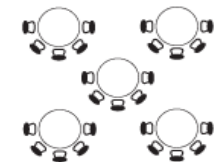
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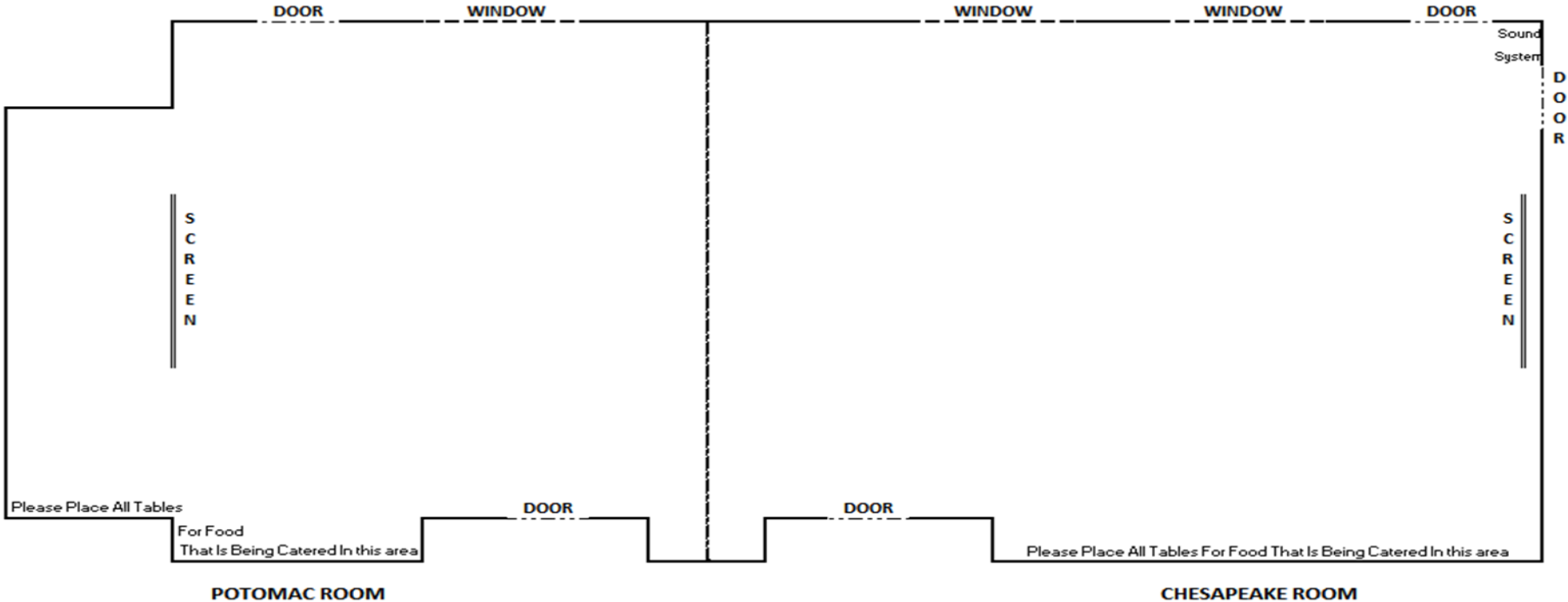


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# BALLROOM



# PATIO

