



## FLAGPOLE AREA

Reservation Number:

Special Instructions:

Date of Event:

Name of Event Coordinator:

Phone Contact:

### Item Placement Key:

Tables



Round Tables



Chairs



Podium



Please use rectangles, circles, x's and squares to indicate how you'd like the space to be set up.

\*Please note

Round tables seat 8 chairs max • Rectangle tables seat 4 chairs per side