

RWCCF Office must receive this setup form 2 weeks prior to the event to reserve and confirm venue location.

CH

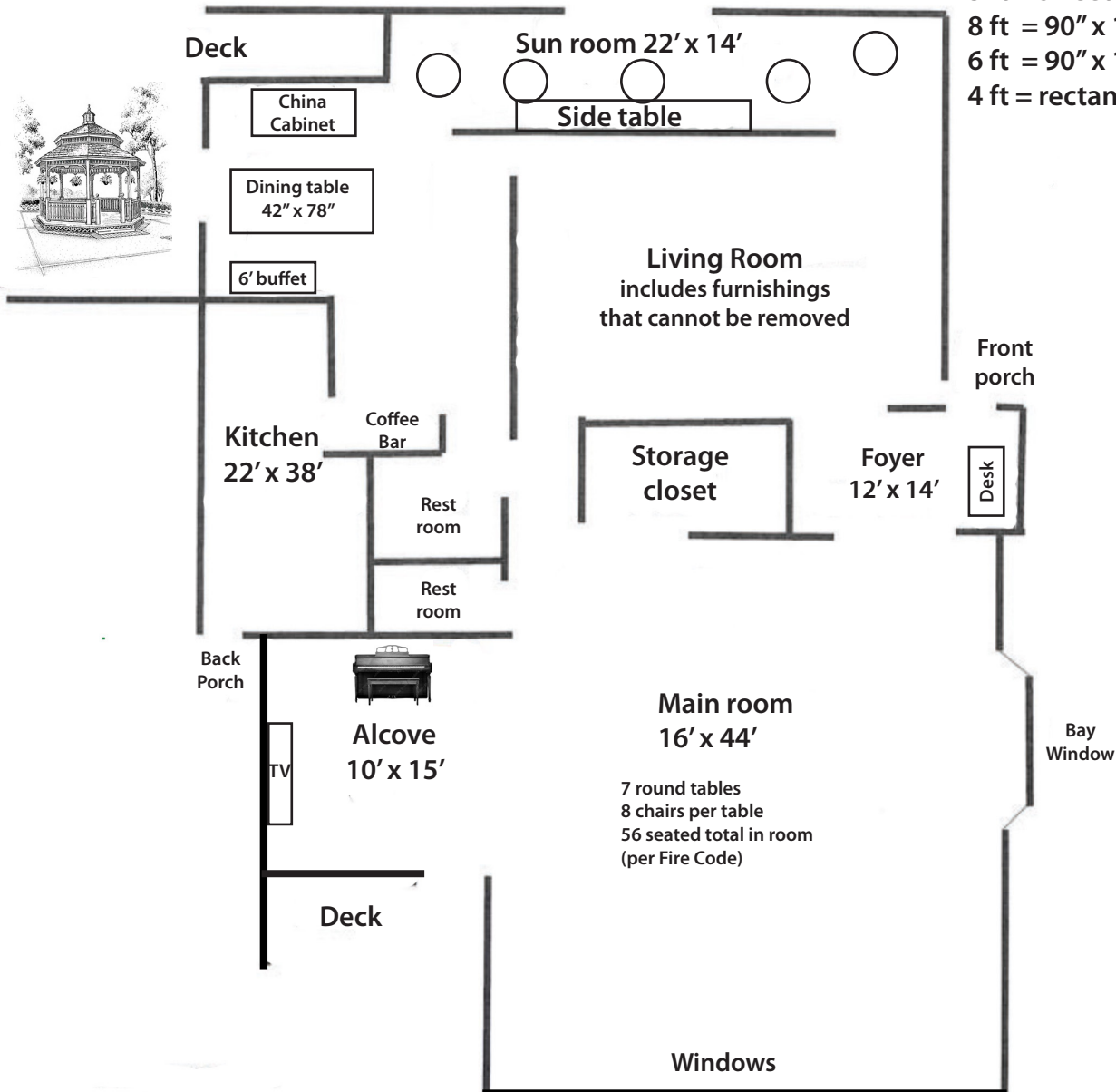
Event: _____
 Event Date: _____ Event/Setup Time: _____
 Guest Name: _____ Caterer: _____

Audio Visual Needs & Decor Requests

Lecturn __
 Microphone __
 Wooden stool __
 High chairs x 3 __
 Table markers __ Table numbers __
 Easels: __ Gold x 3 __ Wooden x 1 __ Iron x 1 __

Linen sizes

(client must supply)
 4 ft main room dining = round 108"
 Dining room table = 90" x 107"
 Sun room glass tables 43" = round 108"
 Outdoor plastic tables 46.5" = round 108"
 3 ft = round cocktail table 120"
 3 ft = sweetheart table 108"
 8 ft = 90" x 156"
 6 ft = 90" x 132"
 4 ft = rectangle 108"



Client to confirm setup, number of guests & linen rentals (table covers & napkins) with caterer