

QUAD

Name of Group/Club _____
Contact Person _____
Address _____
Telephone _____ Cell Phone _____
Date(s) Needed _____
Start Time _____ Ending Time _____
Number Attending _____

Name of Event _____
Description _____

Table = # of Tables _____ Chair = X # of Chairs _____ Podium = PD
Stage = S Approximate Size of Stage _____ X _____ Microphone? Yes No

Using the above symbols provided, please draw desired set up.

