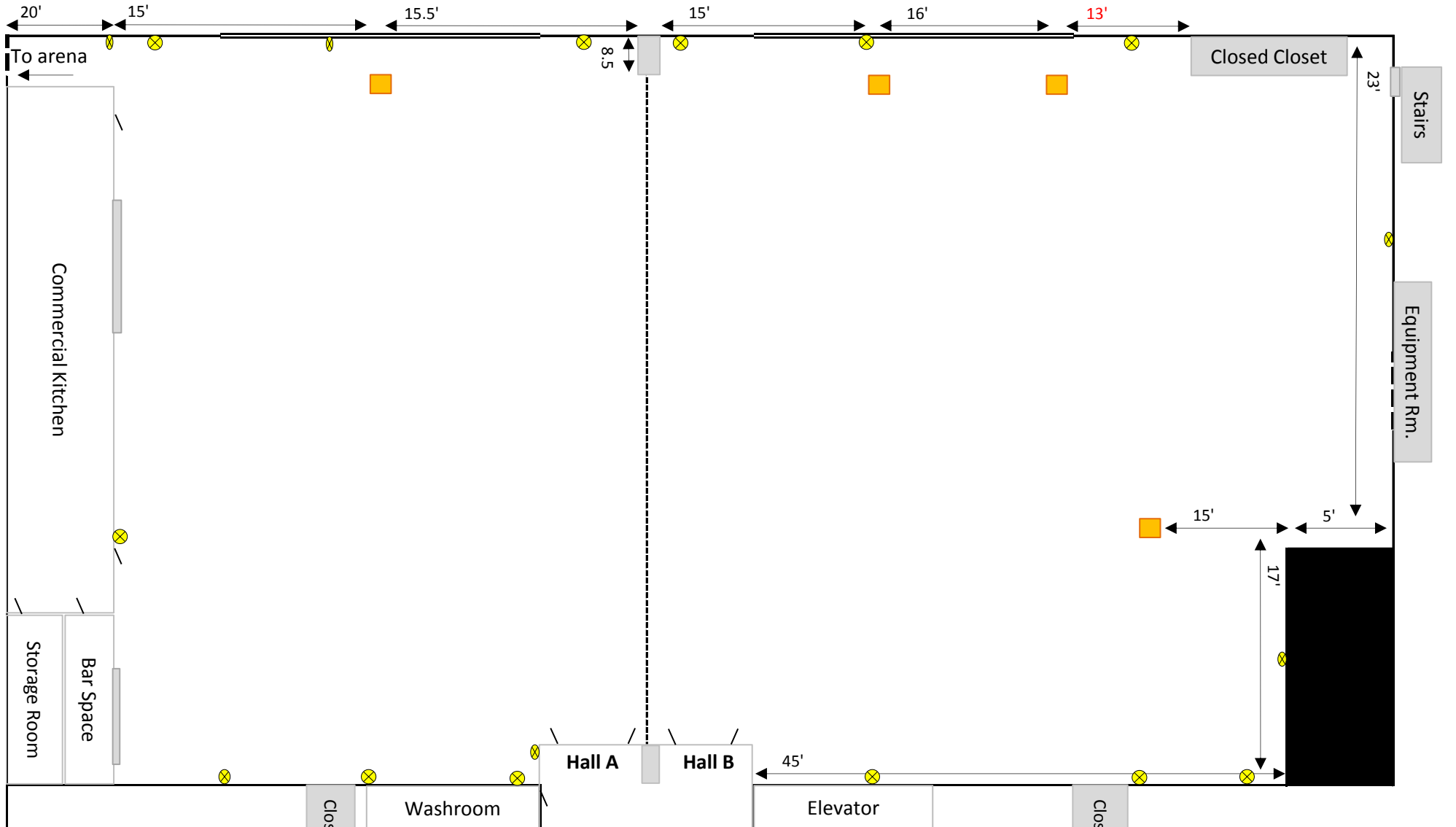


Facility Layout Planning Sheet: Plex Rotary Hall

Please return to Facility Booking Coordinator
no later than 1 week prior to your event.

Event:	Date:	Time:	Contact:
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Equipment Requirements							
25-8' rectangular tables		4- 4' rectangular tables		1- Podium		Kitchen/bar access	
25'-5' round tables		280- molded chairs		1- Screen, 1-Flip chart		AV system with mic	