



## Set-up Diagram

### EQUIPMENT:

Number of Tables: Round \_\_\_\_\_ Rectangle (5') \_\_\_\_\_ Rectangle (6') \_\_\_\_\_ Card \_\_\_\_\_

Number of Chairs: \_\_\_\_\_ Easels \_\_\_\_\_ Podium \_\_\_\_\_ Other: \_\_\_\_\_

Keyboard \_\_\_\_\_ Piano \_\_\_\_\_

**Remember to publicize your event (send information to the communications coordinator):**

**TVPC NEWS** (Deadline is noon Monday for next Sunday's issue)

**THE CARILLON** (Deadline is the 1<sup>st</sup> of the month for next month's issue)

**Post on the WEB SITE.**

**Submit this form to the Administrative Coordinator (place in mailbox)**