



Event Setup Request

Submitted Date ___/___/___

Submitted by _____

Name of the Event _____

Event Date ___/___/___

Setup date ___/___/___

Number of Round Tables _____

Chairs per tables _____

Number of oblong tables _____

Chairs per table _____

Please draw a layout of the tables below

Stage

Completed by _____ (Holiday Heights Employee Sign off)