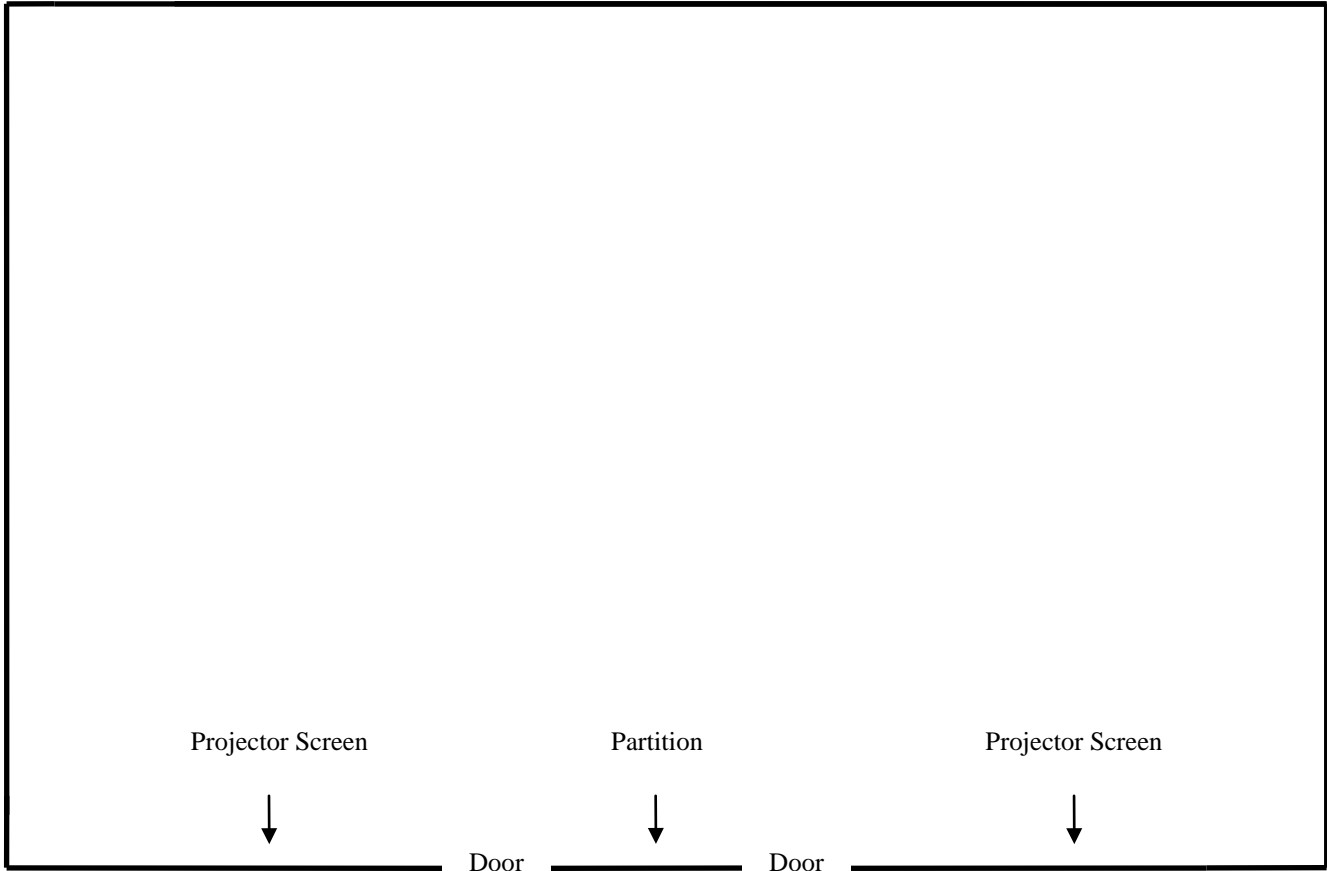


**Sanders/Vincent Center –Lynn Ray Ellison Room
(24' x 46') Maximum Capacity 50**



Print Name

Signature

Name of Event	
Date of Event	
Estimated Number of Guests (max 50)	
Number of Chairs(max 50)	
Number of 8' Tables (max 12)	
Number of 4' Tables (max 1)	

- | | |
|---|--|
| <input type="checkbox"/> Flags | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Easel ___ Flip Chart ___ Display | <input type="checkbox"/> Free Standing Podium <input type="checkbox"/> Microphone (\$50) |
| <input type="checkbox"/> White Table Cloths (\$2/each) | <input type="checkbox"/> Projector (\$50) |