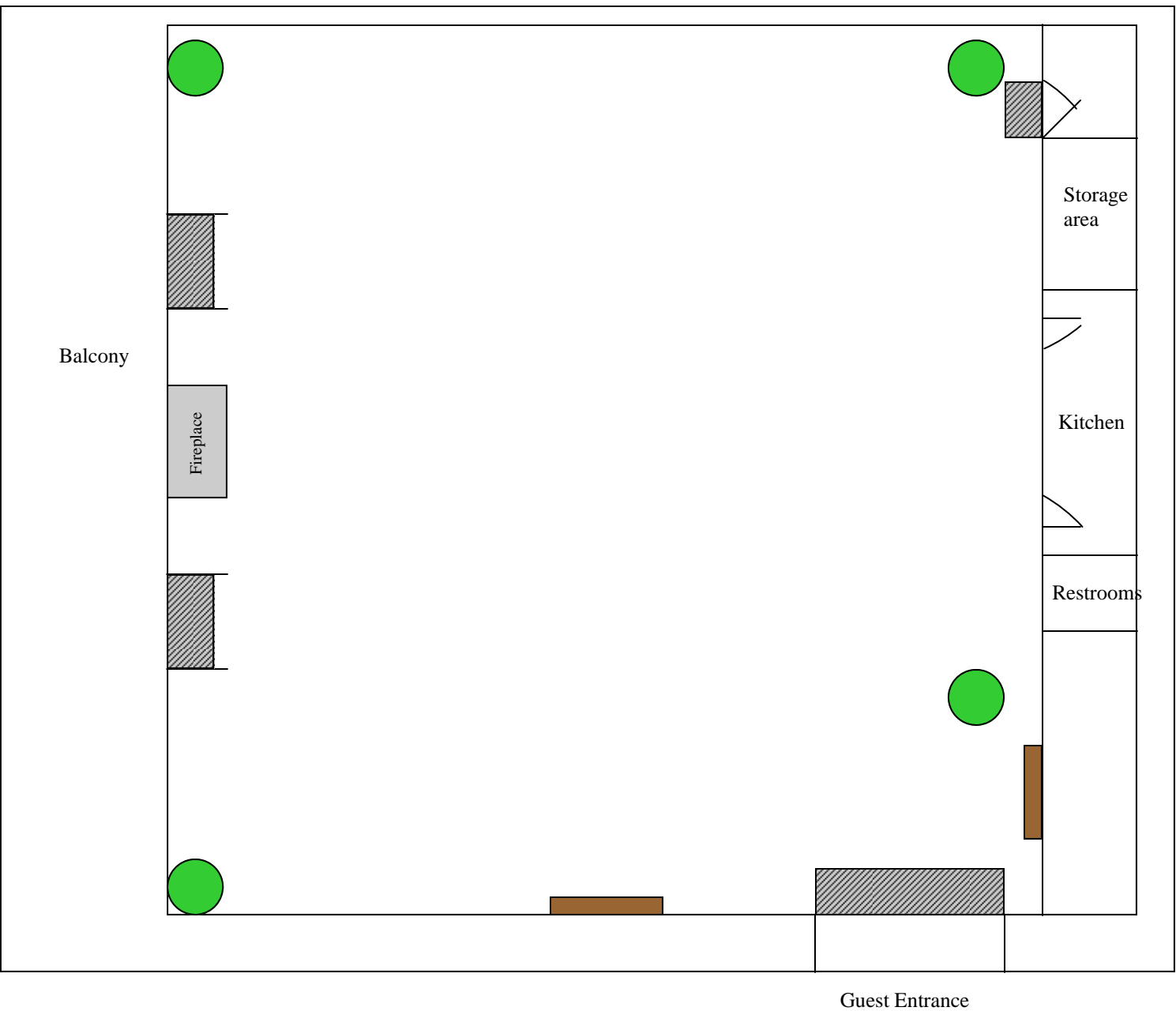


Client Name:

Event Date & Time:



Please note this is not to scale. All items indicated CAN NOT be moved or removed.

Please make sure all rules and restrictions are followed.

This layout **MUST** be submitted for approval NO LATER than 2 weeks prior to your event date.

The room will be setup as close as possible to the layout. Once it is setup, it can not be changed on the day of your event!

MMCC setup inventory:

36 guest tables– 72’ round

3– 60’ round

2– 48’ round

8 rectangle tables– 6 foot

400 high back cushioned chairs
(burgundy)

*Merle Manders Conference Center
Ballroom Layout*