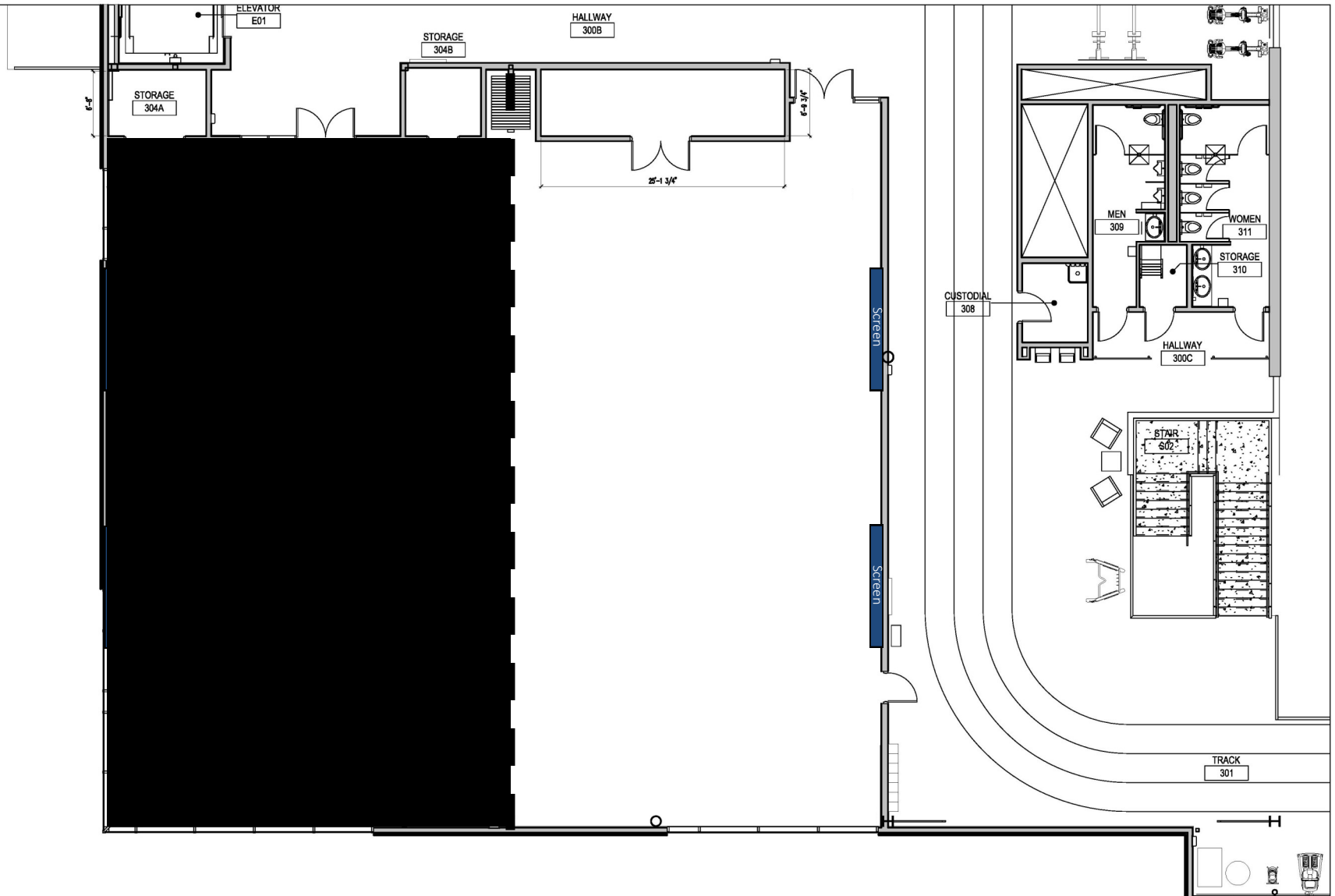


EVENT NAME:
 DATE:
 STP DAY/TIME:
 TRD DAY/TIME:

SETUP NOTES:



W UNIVERSITY of WASHINGTON | TACOMA
 UNIVERSITY Y STUDENT CENTER - HALF STUDENT ASSEMBLY (UWY 303)



INSTRUCTIONS:

- Please draw/insert shapes and text for your setup above.
- Please note that some adjustments may need to be made to actual setup based on the size of furniture, spacing, etc.
- For sections of chairs and/or a stage, please use a text box with outline (i.e. "This area for 75 chairs in rows" or "12' x 16' stage").
- Please include any external furniture that will you will be bringing in, as well.
- Use the "Notes" section to the left of the diagram above for any notes that you would like to provide - including number of chairs per table.
- Email to uwyevent@uw.edu when completed.

