

DAVID DOUGLAS ROOM

World Forestry Center

Please use the following symbols:

⊙ = 60" Round

× = Chairs

▭ = 8' Banquet

◻ = 6' Banquet

Event Name _____

Event Date _____

Contact _____

Caterer _____

Access Time _____

Begin Time _____

End Time _____

No. Attending _____

Basic Set Up :

Circle One:
 Banquet, Classroom,
 Theater, Other

