

ROOM RESERVATION SETUP QUESTIONNAIRE

1. Do you need use of the sound system? Yes No
 Only available with use of the full ballroom or Chesapeake

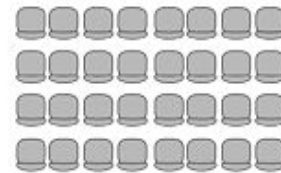
2. Do you need use of a podium? Yes No
 Please indicate placement on room layout, backside of paper.

3. Do you need use of the projector? Yes No

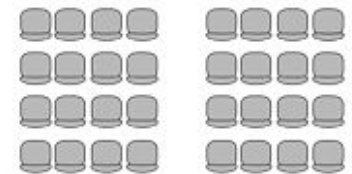
4. Seating Arrangements
 Indicate the Number for Style of Seating _____ or draw your own style on room layout, back of paper.
 Number of Seats _____
 Please indicate placement on room layout, backside of paper.

5. Are other tables needed? Yes No
 What type & how many?
 Round 8 ft _____
 Rectangle 6 ft x 3 ft _____
 Rectangle 5 ft x 2 ft _____
 Please indicate placement on room layout, back of paper.

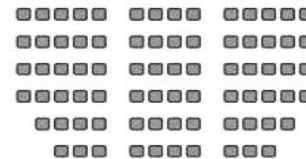
Additional Notes to Setup:



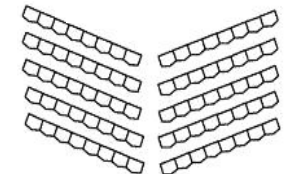
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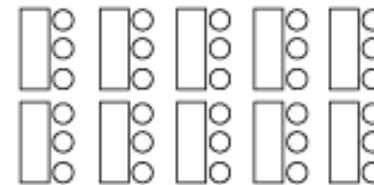
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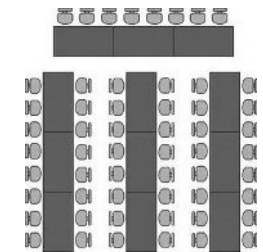
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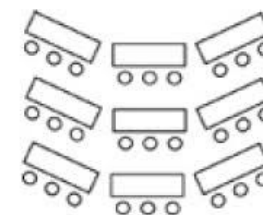
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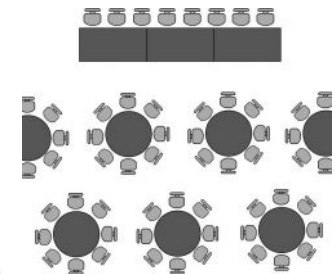
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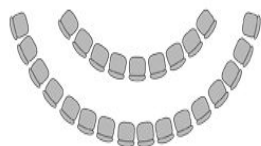
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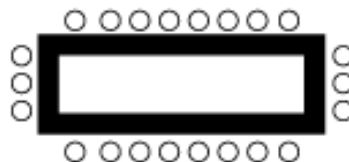
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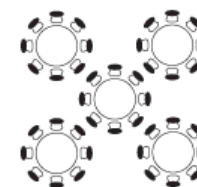
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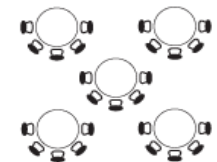
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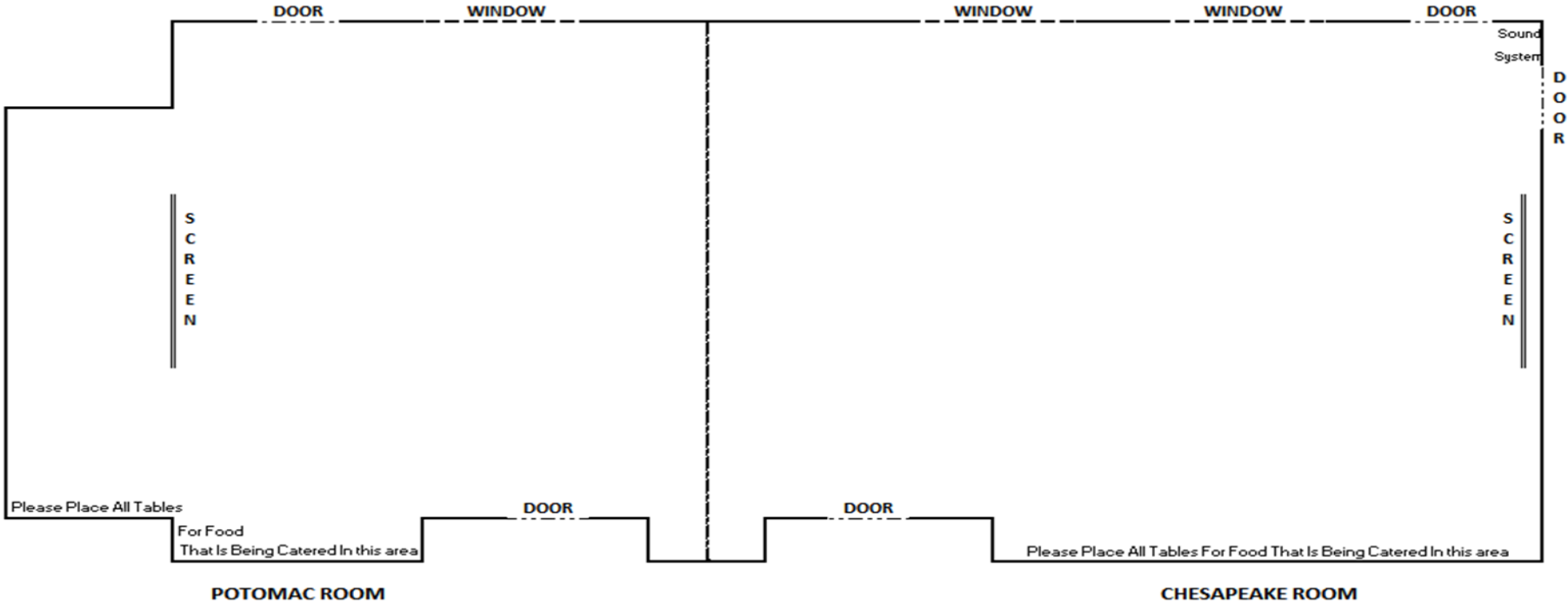


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BALLROOM



PATIO

