



Ballroom A Layout (2,510 sq. feet)

Event Date: _____ Event Name: _____ Signed approval: _____

Round Tables:

4 foot (2 avail.) _____ Chairs per _____

5 foot (20 avail) _____ Chairs per _____

6 foot (60 avail) _____ Chairs per _____

Number of Additional chairs _____

Aisle? Y N (note the placement of aisle)

Dance Floor? Y N (if room has multiple floors, note which floor you will use)

Rectangular and Other Tables:

Cocktail tables (3 ft x 3 ft) _____

6 foot (10 avail.) _____ Chairs per _____ One side? Y N

8 foot (40 avail) _____ Chairs per _____ One side? Y N

We are using Gateway's chairs Y N

Servers behind the food tables? Y N

Stage? Y N Size? _____