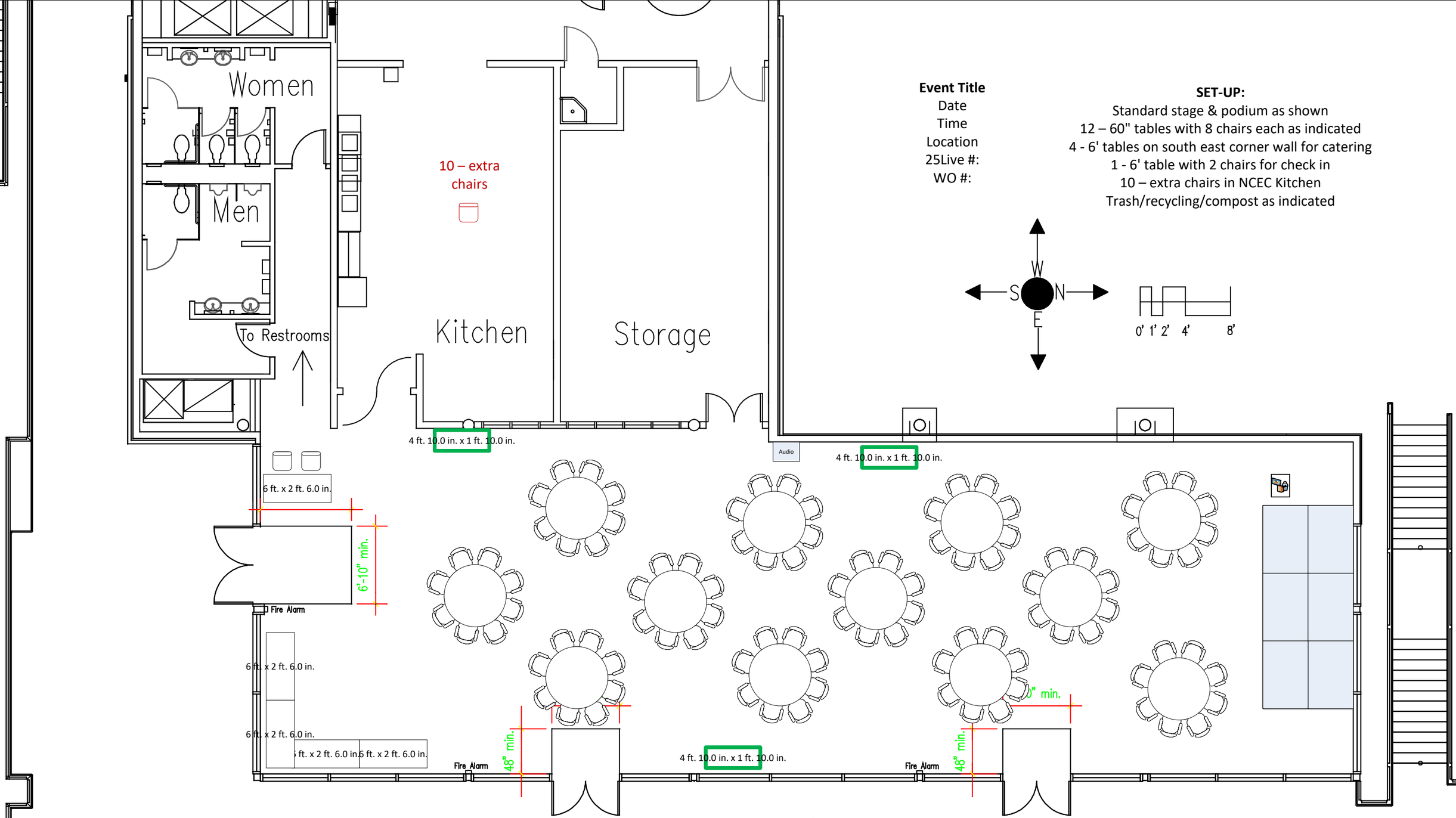
Event Title
Date
Time
Location
25Live #:
WO #:

SET-UP:
Standard stage & podium as shown
12 – 60" tables with 8 chairs each as indicated
4 - 6' tables on south east corner wall for catering
1 - 6' table with 2 chairs for check in
10 – extra chairs in NCEC Kitchen
Trash/recycling/compost as indicated



Please note that this diagram conforms to the Fire Safety Codes and ADA rules at its stated capacity for this space. Any changes to this diagram/set-up now or at the actual event, must be approved by Event & Conference Services (425-352-3556). Facilities staff is <u>not</u> allowed to change this diagram/set-up or to obtain additional furniture unless it is approved by Event & Conference Services (425-352-3556). It is the patron's responsibility to assure compliance with the Fire Safety Codes and ADA rules throughout and during their event.