



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

SET-UP:
 Standard stage & podium as shown
 30 - 6' tables with 3 chairs each as indicated
 1 - 6' table with 2 chairs for check in
 Trash/recycling as shown
 10 - extra chairs in the NCEC kitchen

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 not 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.