

# PARLOR/MUSIC ROOM LAYOUT:

Function Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Est. # Attending: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Room Layout (Checklist):

Catering/Buffer Tables (6 or 8 ft)

BAH Use Only:

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**\* Please sketch the desired room layout in the box below**

