



## MPR SET-UP CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_

CONTACT #: (      ) \_\_\_\_\_ ALT. CONTACT #: (      ) \_\_\_\_\_

EVENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SET UP TIME: \_\_\_\_\_ AM / PM

**INDICATE TABLE TYPE NEEDED, AMOUNT OF TABLES NEEDED, AND AMOUNT OF CHAIRS PER TABLE (SEE REVERSE SIDE FOR TABLE-CHAIR RATIO):**

CARD TABLE (about 4ft) # \_\_\_\_\_ CHAIRS PER \_\_\_\_\_

ROUND TABLE (5ft / 60in) # \_\_\_\_\_ CHAIRS PER \_\_\_\_\_

BUFFET TABLE (8x3ft) # \_\_\_\_\_ CHAIRS PER \_\_\_\_\_

**INDICATE OF NEEDED:**

- DANCE FLOOR    12x15    12x12    12x9    12x6    8x6
- ADDITIONAL CHAIRS # \_\_\_\_\_
- KITCHEN
- A/V EQUIPMENT (projector screen or bring own laptop)

**THE FOLLOWING CONDITIONS APPLY:**

- This document must be returned to the NSCA Office seven (7) business days prior to the event in order to schedule event set-ups.
- Set-up requests not received in the designated appropriate timeframe will not be honored.
- No “last minute” changes will be accepted.

GENERAL INFORMATION:

ROOM SIZE: 41' x 49'

MAXIMUM CAPACITY: 116 WITH CHAIRS AND TABLES  
248 WITH CHAIRS ONLY

TABLE INFORMATION:

Buffet: 13 Available Accommodate up to 8 per table  
Round: 12 Available Accommodate up to 8 per table  
Card: 8 Available Accommodate up to 4 per table  
Chairs: 95 Available

