



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)

AC (air conditioning) ON or OFF – all doors to remain closed if AC on

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

