

Program: _____ **Date:** _____ **Contact:** _____
Time: From: _____ **To:** _____ **Phone #** _____
Staff Person: _____

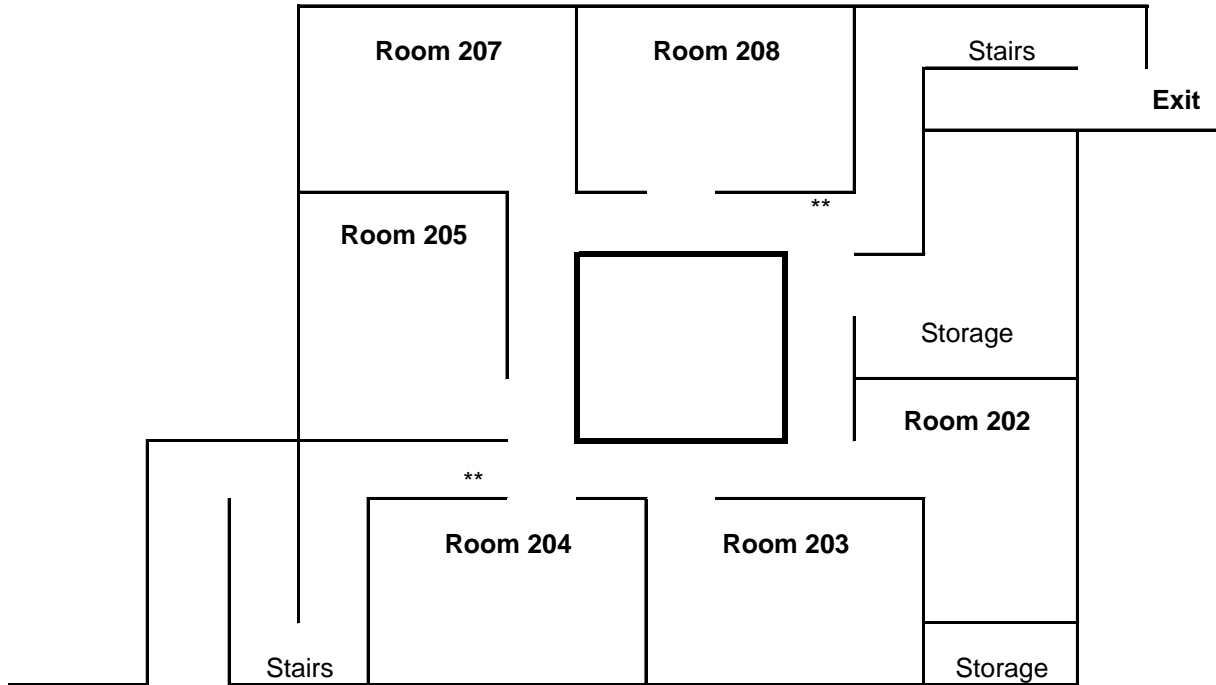
Fire Extinguisher Locations:

**

First Aid Kit Locations:

*

MEZZANINE



1st Floor Hallway



PODIUM:	_____ Standing	MEDIA:	_____ TV w/VCR
	_____ Microphone (Sound System)		_____ Overhead Projector
	_____ Table Top		_____ Screen
CHAIRS:	_____ Small Wooden	MISC:	_____ Chalkboard
	_____ Small w/hands		_____ Dry Erase board
	(indicate how many)		_____ Riser
	_____ chairs w/arms		_____ Square Stands
	_____ chairs w/o arms	_____ 17" _____ 33" _____ 44"	
TABLES:	_____ Folding	_____ Garbage Cans	
	_____ Long		
	_____ Round		
	_____ Card Tables		
	_____ Small		