

**McBean Pavilion
DIAGRAM FOR SET UP**

RENTER NAME: _____
RENTAL DATE: _____ **ATTENDANCE:** _____

- **1 square = 2 feet**
- Please draw in how you would like your tables to be set up.
- Choose from 12 foot rectangular tables or 72" round tables. You can use a combination of both as well.
 - * 12 foot tables can generally fit 10 chairs; round tables fit 9 chairs
 - * if you want a specific number of chairs at a table, please note this on the diagram; otherwise, the standard number of chairs will be used.
 - * it is best to leave at least two foot of space around the tables to allow for chairs and people walking behind chairs.
- If using a head table, please draw this in as well as number of chairs needed at the head table. Also note if it should be a round table or rectangular.
- Also draw in serving tables and any other additional tables.

