

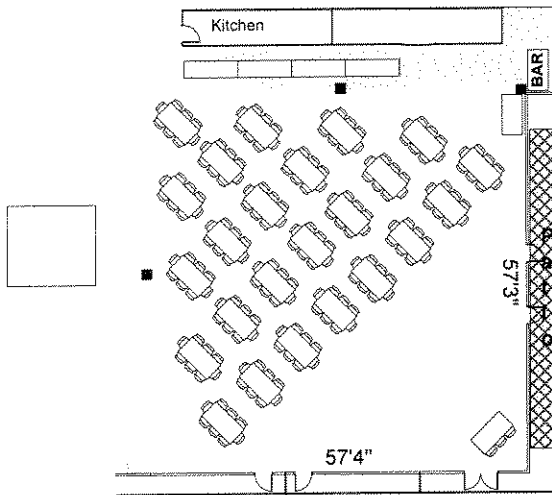
RCC – Hunters Woods: Community Room

Activity Name: _____ Date: _____ Start Time: _____ End Time: _____

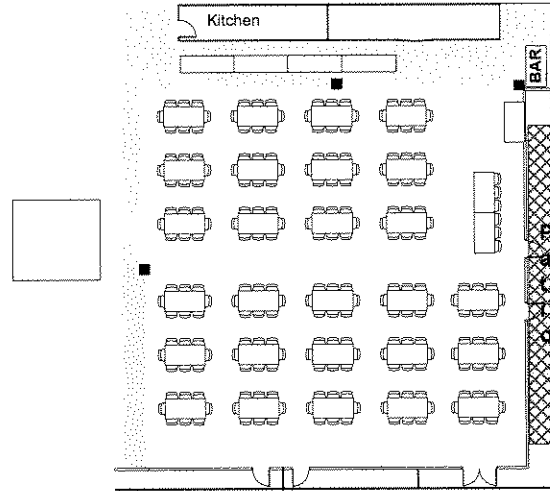
Room Setup Instructions:

- Select one of the room setup options illustrated below by placing a checkmark in the box to the left of the diagram
- Indicate exact number of tables and chairs required, plus any additional items desired on the list at the bottom of this page
- For special requests, please contact the Facility Booking Manager or the Facility Supervisor at 703-476-4500

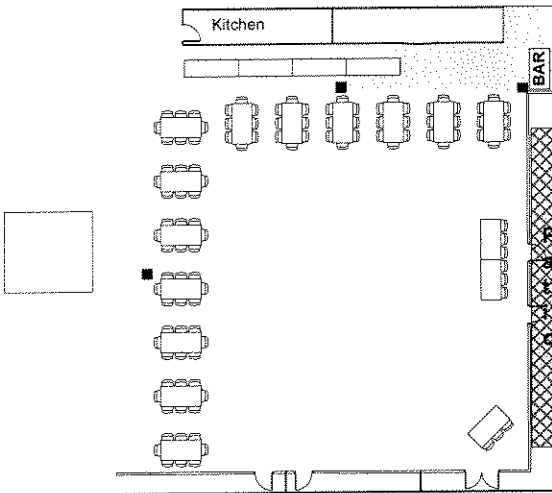
OPTION A
Banquet Seating for up to 192
Dance Area/DJ Table
Buffet Tables



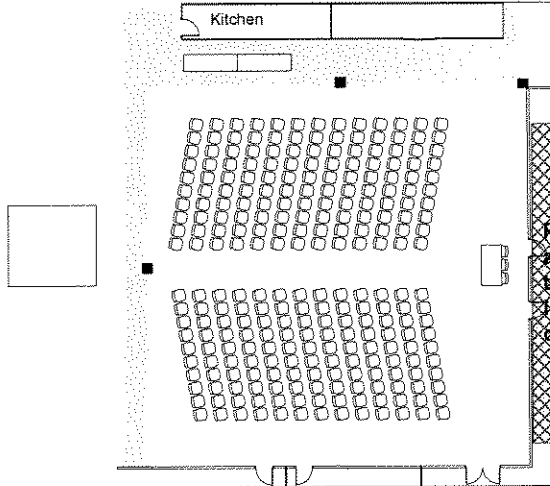
OPTION B
Banquet Seating for up to 216
Optional Head Table
Buffet Tables



OPTION C
Seating for up to 104
Optional Head Table
Large Dance Area/DJ Table
Buffet Tables



OPTION D
Theatre-Style Seating for up to 260
Podium or Head Table
Refreshment Tables



- ___ 3'x6' tables # ___
- ___ 2.5'x8' tables # ___
- ___ 3'x3' tables # ___
- ___ chairs # ___
- ___ 30-cup coffee urn # ___ (limit 2)
- ___ 55-cup coffee urn # ___ (limit 2)
- ___ youth tables # ___
- ___ youth chairs # ___
- ___ upright piano *
- ___ grand piano *

- ___ podium
- ___ PA system
- ___ projection screen
- ___ overhead projector
- ___ slide projector
- ___ dry-erase board
- ___ easel
- ___ flipchart
- ___ LCD projector and laptop *
- ___ TV/VCR ___ with DVD player

* available only with prior approval and payment of applicable fees
Please Submit Setup Information at Least Three Weeks Before Event