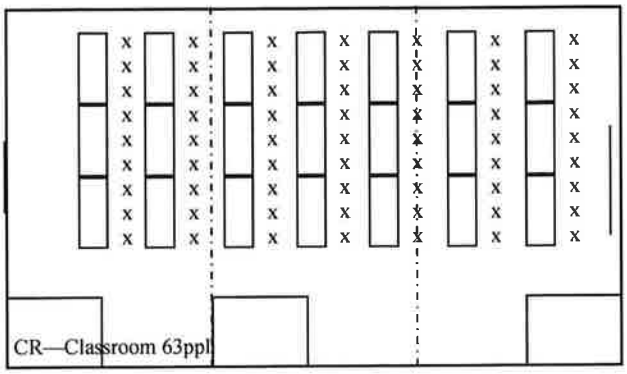
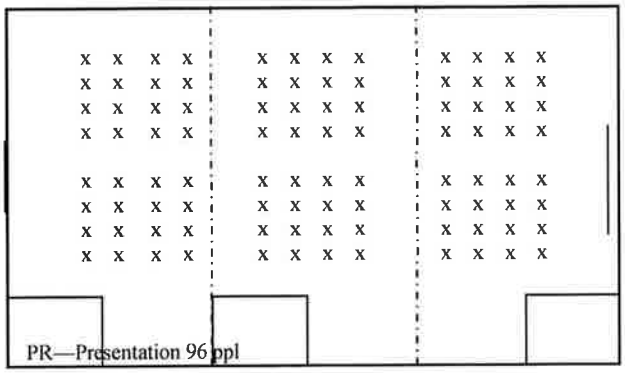
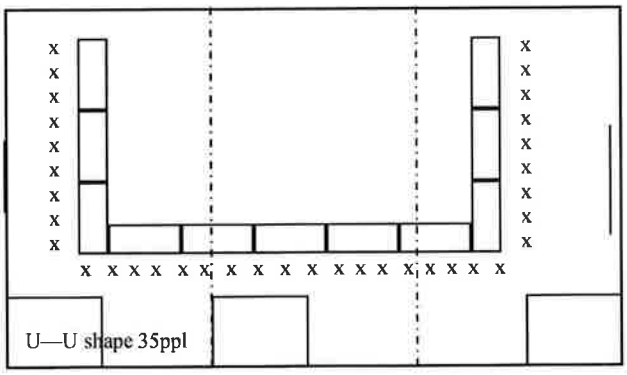
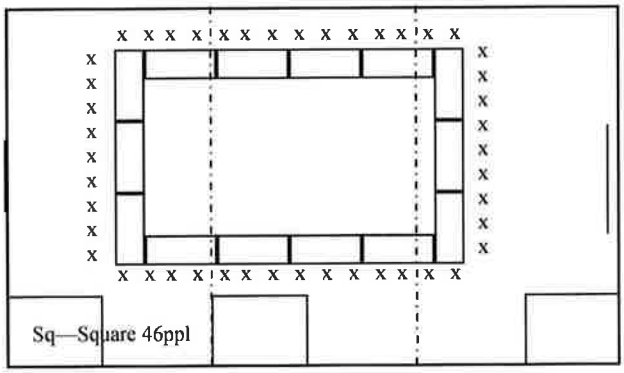
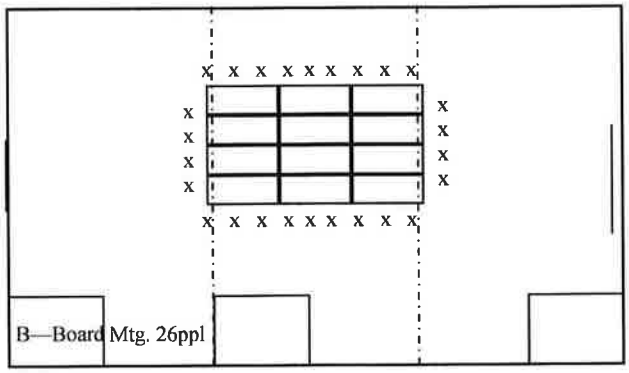
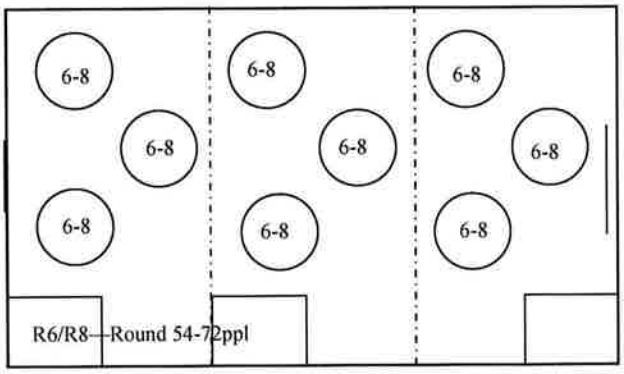
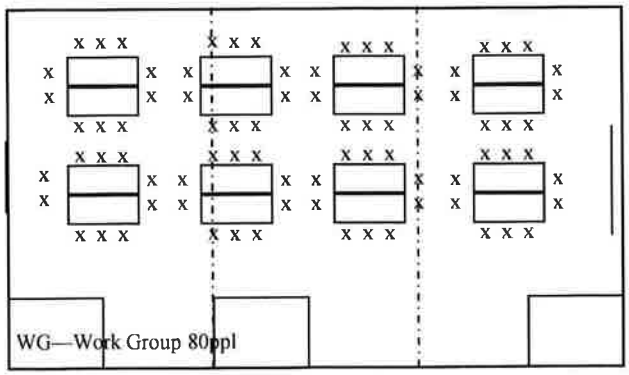
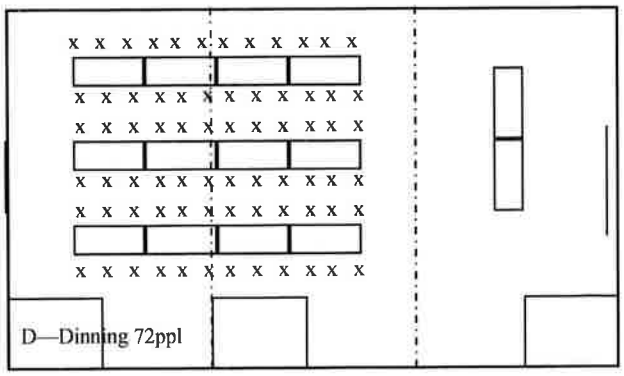
Room Set Up Sheet (circle one)

Number of People _____

Microphone Yes / No

Podium Yes / No