





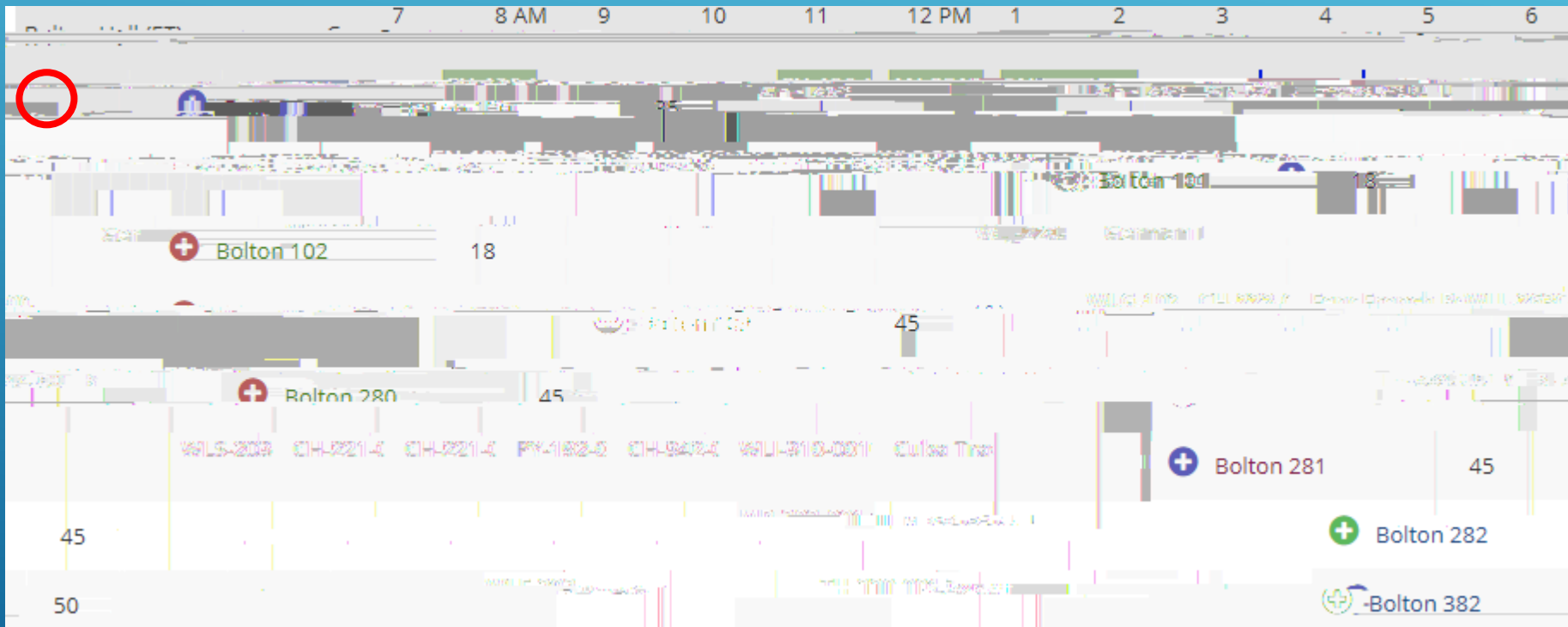








Next Step



# Event Setup

Start Time: 5:00 PM | End Time: 6:00 PM | (Select Service Type)

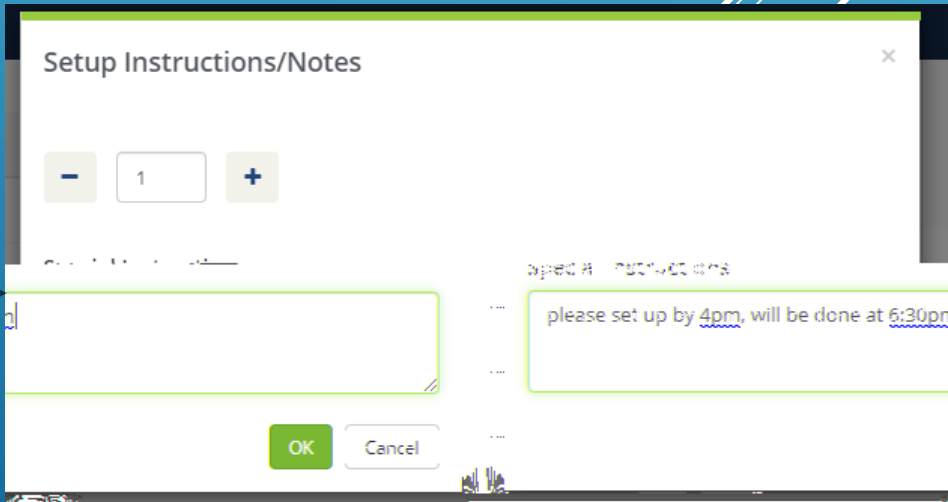
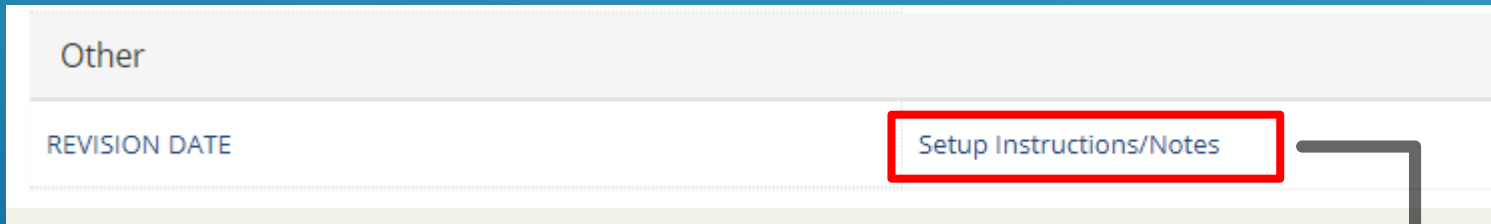
Room Setup | Room Setups

- As is
- Banquet Style
- Chevron Style
- Classroom Style
- Conference Style
- Crescent (Half) Rounds
- Reception Style
- Theater Style
- U-Shape

- ### Tables & Chairs
- 4' Square Table
  - 6' Table
  - 8' Table
  - 60" Round Table
  - Winged Table
  - Chairs

- ### Miscellaneous
- Coat Rack w/ Hangers
  - Banners
  - Flag
  - Base (no pad)
  - Recycling Bin w/ Liner
  - Trash Can w/ Liner
  - Whiteboard
  - Staging





Next Step

Setup: 5:00 PM - 6:00 PM Room Setup

to be set up outside of classroom Bolton 100 in hallway

Instructions/Notes

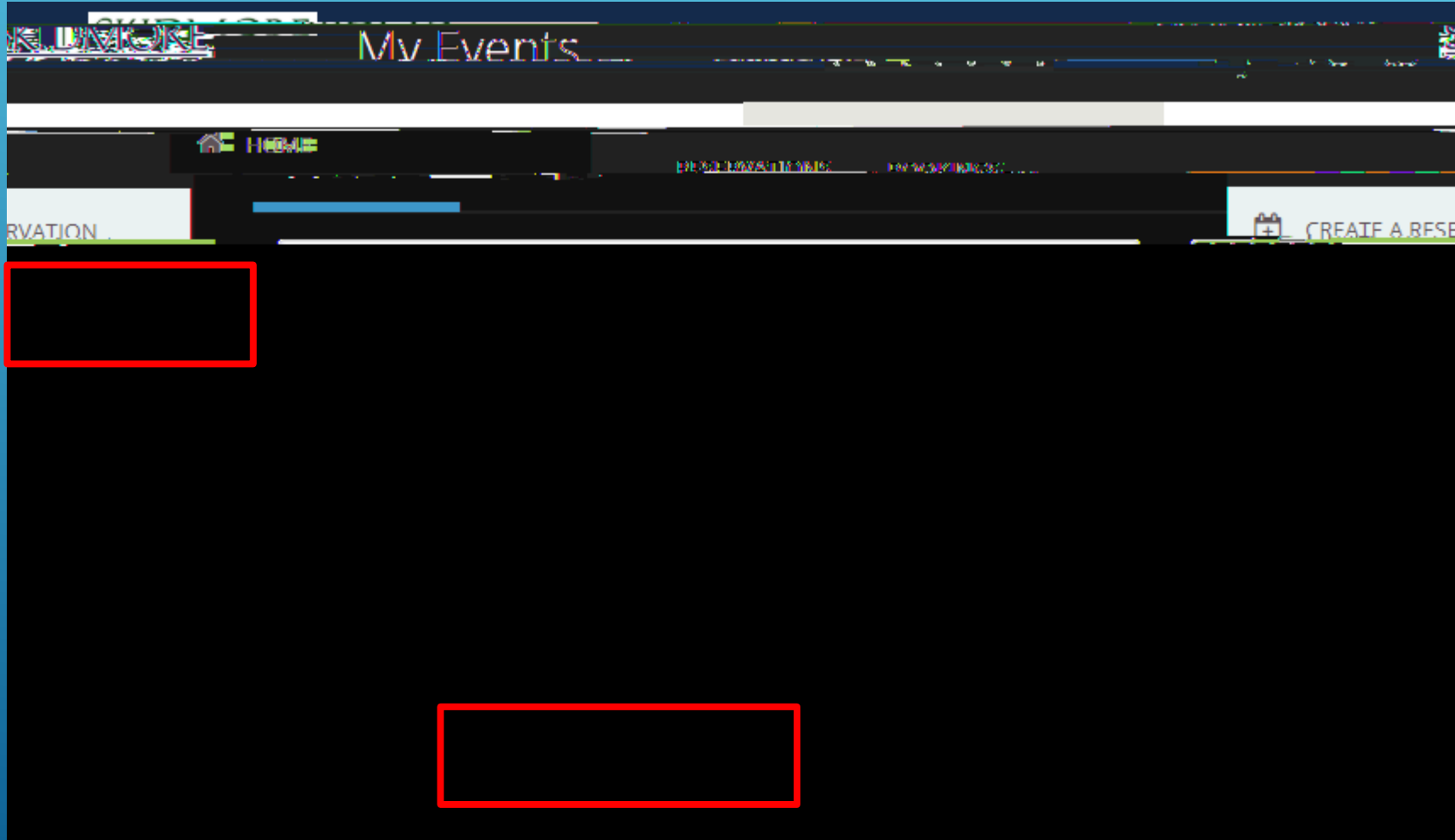
set up by 4pm, will be done at 6:30pm

Tables

Setup

Please





RESERVATION DETAILS — ADDITIONAL INFORMATION

Club Interest Meeting    Event Name

Group    Conferences and Events

Contact Name    Megan Bove

Phone    518-580-5599

CURRENT    PAST

Cancel Bookings    Booking Tools

Time    Time Zone    Date    Start Time    End Time

6:00 PM	ET	Sat Mar 7, 2020	5:00 PM	6:00 PM
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View Services | Manage Services

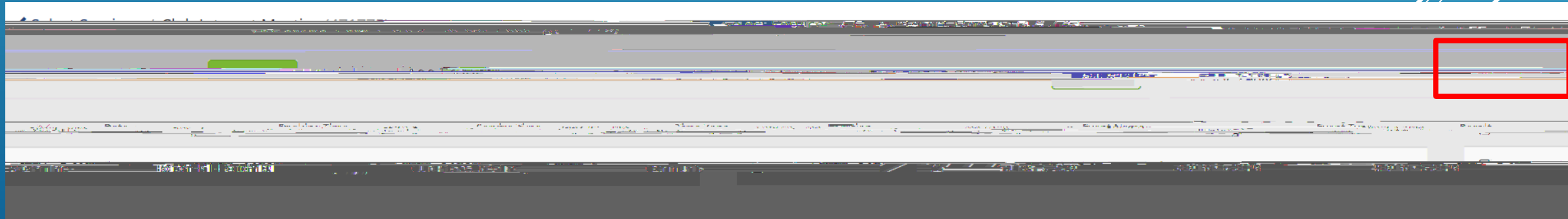
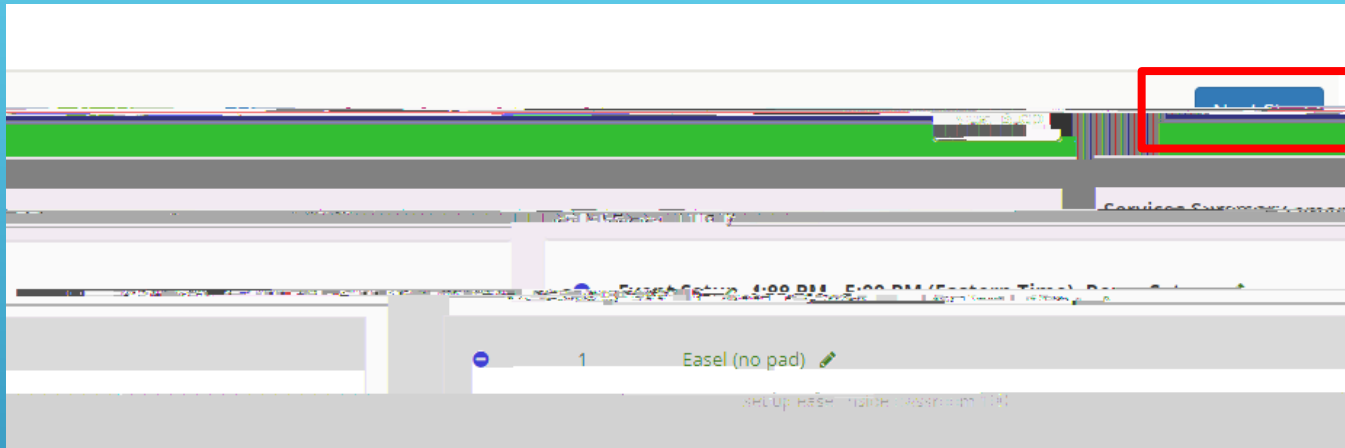
Time    Time Zone    Date    Start Time    End Time

6:00 PM	ET	Sat Mar 7, 2020	5:00 PM	6:00 PM
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Hide Services | Manage Services

please set up by 4pm, will be done at 6:30pm	1	Setup Instructions/Notes	\$ 0.00
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CURRENT PAST

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone
Sat Mar 7, 2020	5:00 PM	6:00 PM	ET

Qty	Item	Price	Special Instructions
2	8' Table	\$ 0.00	Tables to be set up outside of classroom Bolton 100 in hallway
1	Setup Instructions/Notes	\$ 0.00	Please set up, because will be done at 8:30am



Special Instructions	Qty	Item	Price
set up easel inside classroom 100	1	Easel (no pad)	\$ 0.00



Bookings

CURRENT PAST

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone
Sat Mar 7, 2020	5:00 PM	6:00 PM	ET

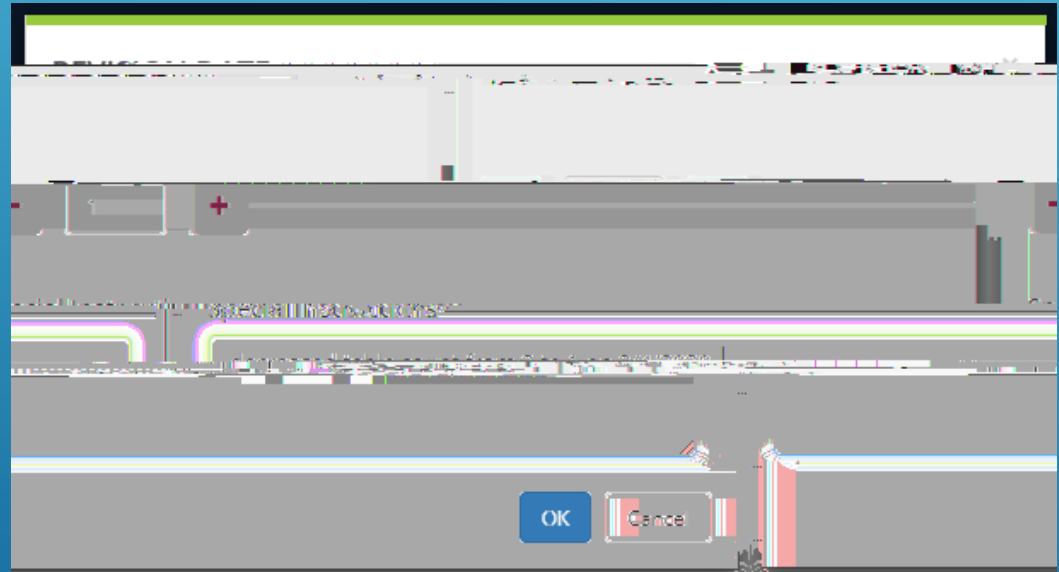
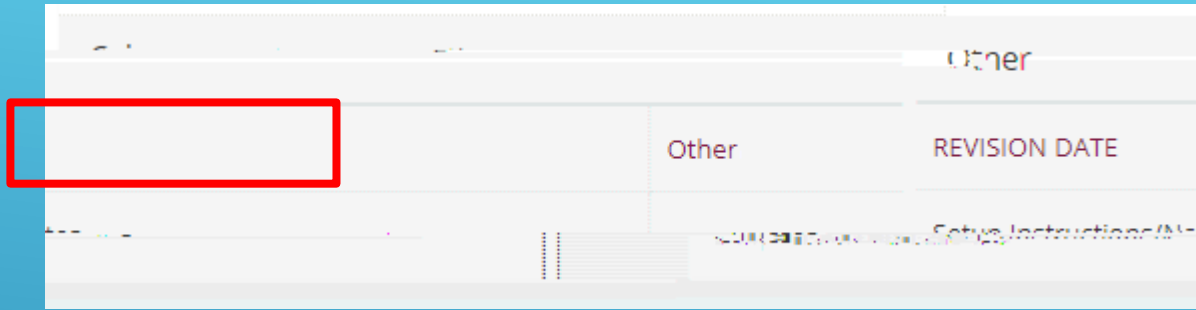
Manage Services

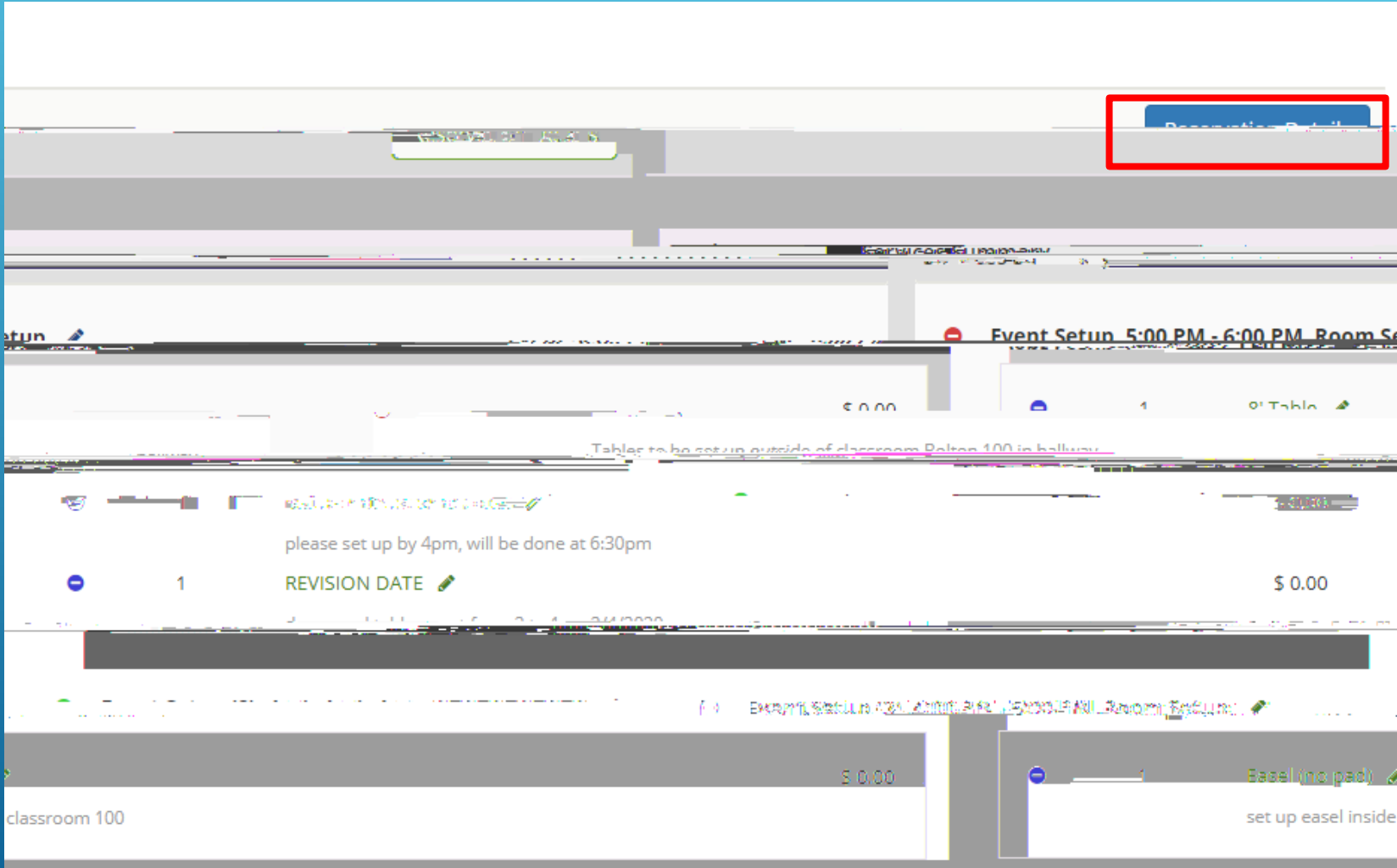
Qty.	Item	Price	Special Instructions
2	8' Table	\$ 0.00	Tables to be set up outside of classroom Bolton 100 in hallway
1	Special Instructions/Ease!	\$ 0.00	Please set up, by hand, will be done at 6:30pm

Special Instructions

Qty.	Item	Price
1	set up easel inside classroom 100	\$ 0.00







# Bookings

Cancel Bookings Booking Tools

Item	Qty	Price	Special Instructions/Notes
Table	1	\$ 0.00	Tables to be set up outside of classroom Boltop 100 in hallway
Facel (no pad)	1	\$ 0.00	set up facel inside classroom 100

HOME

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Event Setup Form

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