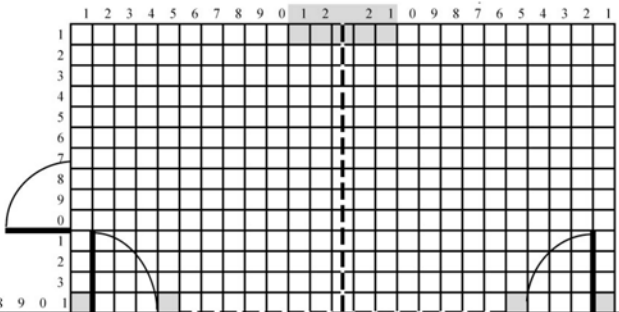
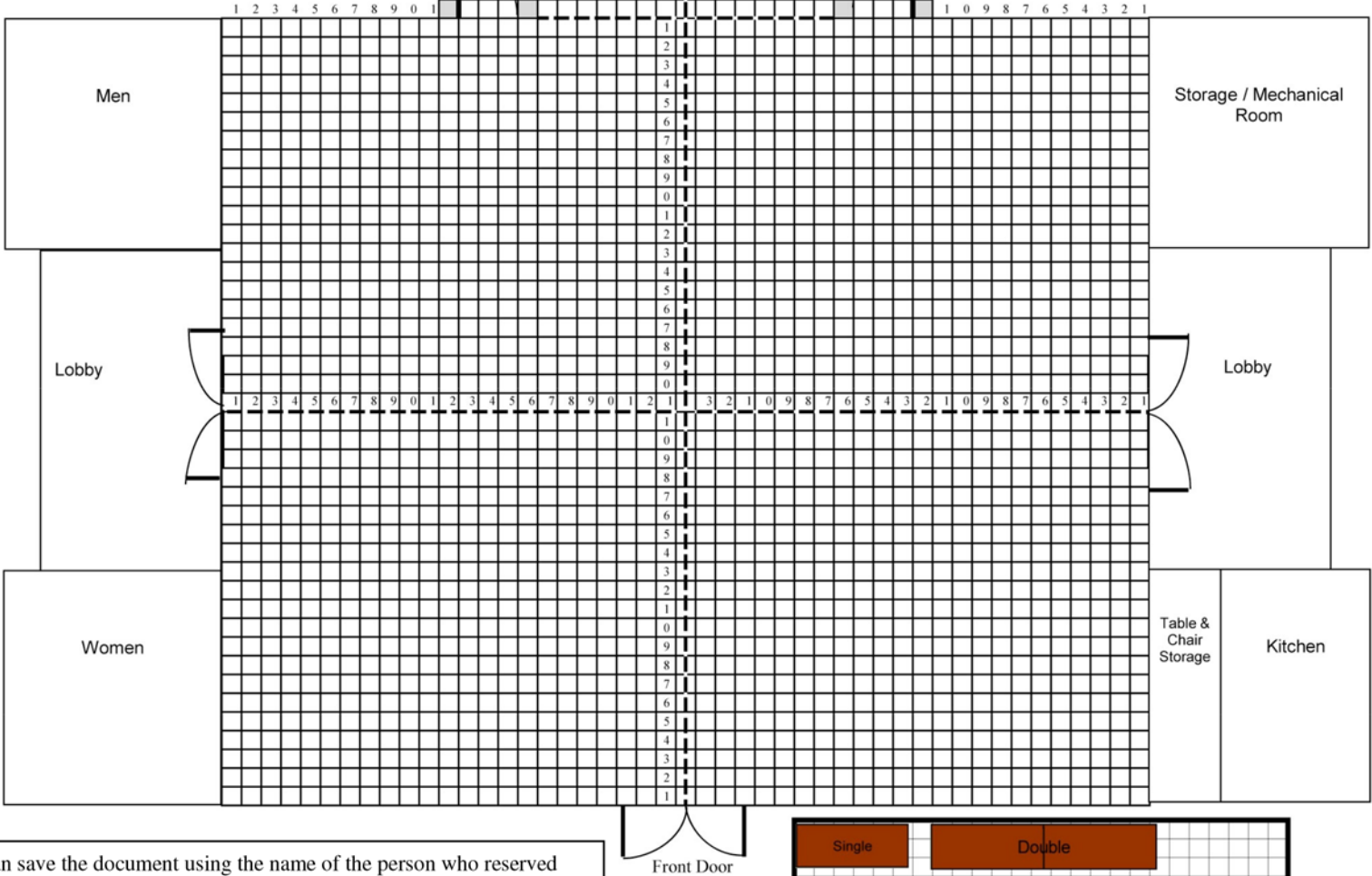


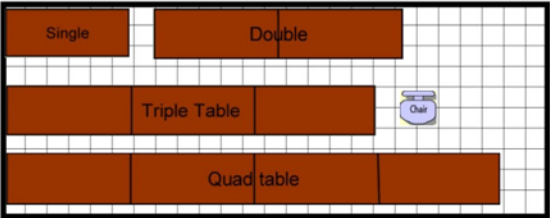
The diagram of the floor plan, tables and chairs are all to scale. Each box within the floor plan represents 1 square foot. To layout your desired set-up simply copy and paste the tables and chairs from the box at the bottom into the desired arrangement. Drag the rotation handle in the direction you want to rotate the image. There are 20 tables (2 1/2 squares by 6 squares) and 100 chairs (2 squares X 2 squares) to work with.



*Notes for the set-up team.*



You can save the document using the name of the person who reserved the building and date of the event. Example: JohnSmith07-14-2010. Email file to [tleitch@williamsburgva.gov](mailto:tleitch@williamsburgva.gov) or print and fax to 757-229-8072.



Remember there are a maximum of 20 tables and 100 chairs to work with.