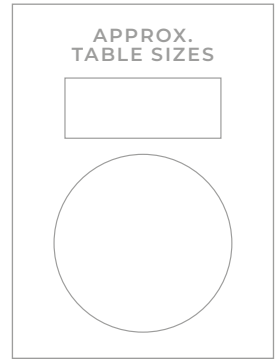
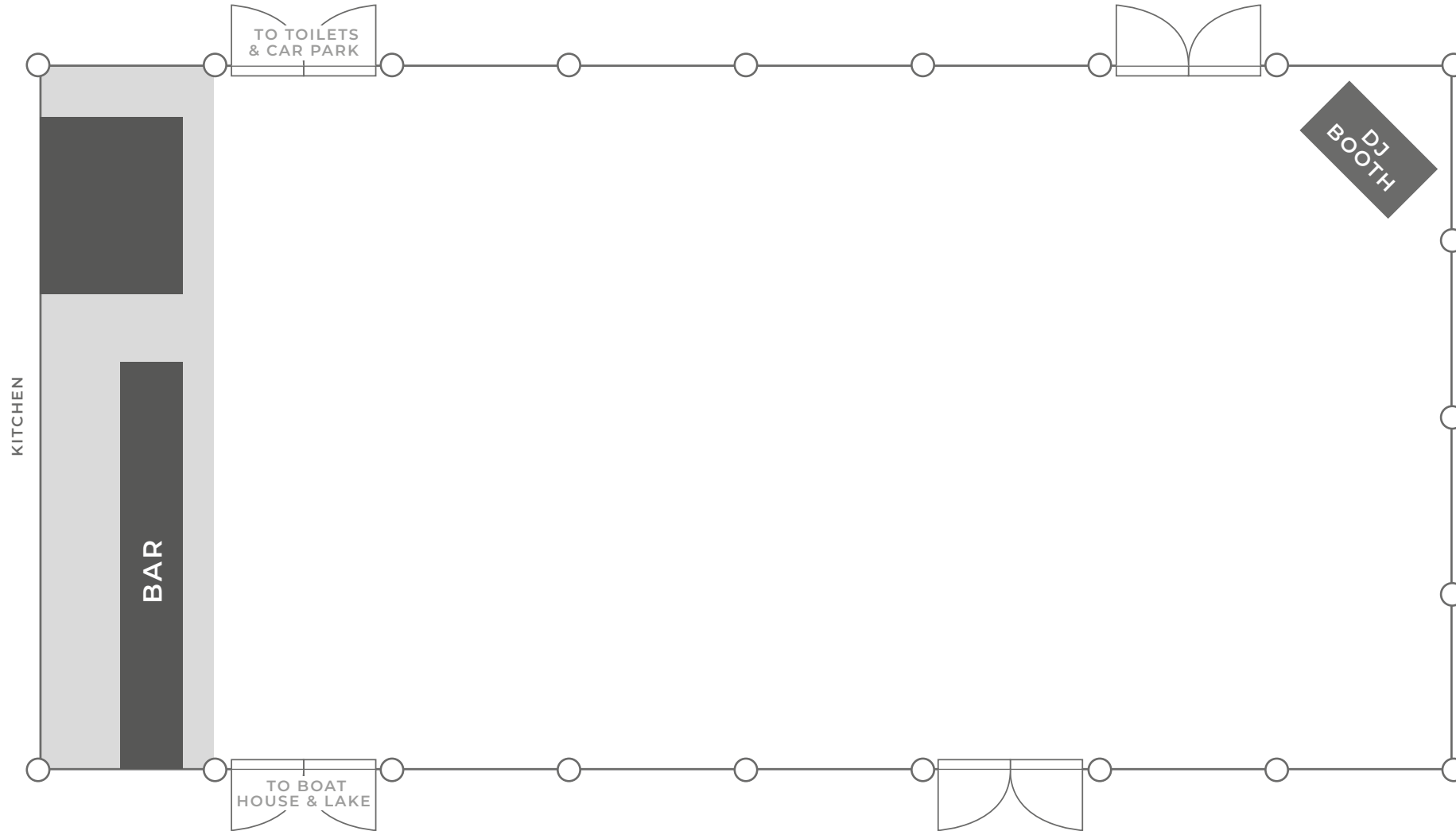




# FURNITURE PLAN

Customer: \_\_\_\_\_

Event date: \_\_\_\_\_ Ceremony time: \_\_\_\_\_



## TOP TIPS!

1. Make sure to note how many chairs at each table. Round tables seat a max of 10 people, but we advise 8 for comfort. Note any high-chairs if required.
2. Draw any additional tables you need for things like the cake, guest book, a tea/coffee station, as well as things like an easel, donut wall, seating plan etc.
3. Please do not position anything around the bar, indicated by the gray box.
4. Do not block any of the doors around the marquee as these are fire exits.

<b>CHF USE</b>	SET BY DATE:	<b>Inside Add-Ons:</b>	<b>Outside Set Up:</b>	<b>Other:</b> (Games/Activities/Meeting Room etc.)
	<b>Marquee Set Up:</b>	CATERING TABLE x _____ <input type="checkbox"/>	CEREMONY FURNITURE <input type="checkbox"/>	
	TOTAL Round tables x _____	EXTRA CHAIRS x _____ <input type="checkbox"/>	PA SYSTEM <input type="checkbox"/>	
	TOTAL Trestle tables x _____	DANCE FLOOR <input type="checkbox"/>	AISLE MATTING <input type="checkbox"/>	
	TOTAL Chairs x _____	SWEETIE CART <input type="checkbox"/>	PIZZA HUT MATTING <input type="checkbox"/>	
	LOVE LETTERS <input type="checkbox"/>	ICE CREAM BIKE <input type="checkbox"/>		