



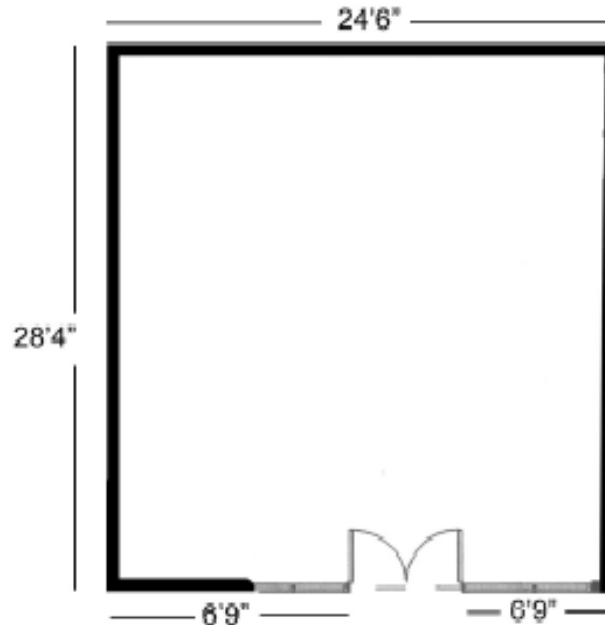
BEN FRANKLIN PLACE



Room 1A Floor Plan

Date(s):	No. of People Attending:
Rental Start/End Times:	Event Start/End Times:
Contact and Organization Name / Telephone:	
Type of Event: Meeting ____ Training ____ Seminar ____ Other(Specify) ____	
Name of Event:	

Please draw the layout of equipment on the floor plan below:



Equipment	Quantity	Notes
Chairs (40)		
6 ft. Tables (10)		
5 ft. Tables (1)		
4 ft. tables (1)		
Flip Chart Stand (1) <small>No paper/markers provided</small>		
Easel (1)		
White Board (1)		
Screen		
Lectern		