

Please leave a “blank slate” after your event!

Unless indicated otherwise, please arrange the room you have used in the following way so the next people who come in have an easy time of set-up.

Thank you!

Griffin Hall

- 4 (four) round tables with 6 (six) chairs around each
 - o Arranged on the north side of Griffin, nearest the Gathering Area doors
- 2 (two) rows of 18 (eighteen) chairs each in a semicircle facing the gallery (south) wall
- 1 (one) rectangular table with 2 (two) chairs facing the assembled rows (for Forums)
- Please place any additional chairs on the chair cart and store in the room across the hall from Griffin’s west doors
- Please place any additional tables in the room across the hall from Griffin’s west doors
- Please empty garbage cans* and replace bags (bags found in Hospitality closet space near the Office/bathrooms)

Gathering Area

- All round standing tables spread out in preparation for the next Coffee Hour
 - o 2 (two) rectangular tables along the east wall for Hospitality’s coffee and treats
 - o Oval table along the east wall near the east Welcome Desk
- Please empty garbage cans and replace bags (bags found in Hospitality closet space near the Office/bathrooms)

Mary Safford Room

- 25 (twenty-five) chairs arranged with 3 (three) rows of 5 (five) chairs each along the north side of the Auditorium and 2 (two) rows of 5 (five) chairs each behind the southern Auditorium seating, all facing the stage
- 2 (two) chairs set in front of the AV desk’s bookshelves (for ushers to place hymnals and Orders of Service)
- Please empty garbage cans and replace bags (bags found in Hospitality closet space near the Office/bathrooms)

* Please place non-recyclable garbage in left-most (north) dumpster – right-most (south) dumpster is for recycling only.