

# Plaza Room Set-Up Sheet

Please complete and return to Stonehouse at least 3 weeks prior to your event

NAME \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

*Loading  
Entrance*

*Kitchen  
Entrance*

*Outside  
Entrance*

*Hallway  
Entrance*

*Outside  
Entrance*

*mirrored wall*

*Lobby  
Entrance*