

WOODLAWN FAMILY LIFE CENTER EVENT LAYOUT

IF YOU'RE REQUESTING THE FAMILY LIFE CENTER IS SET UP FOR YOUR APPROVED EVENT, PLEASE SUBMIT THIS FORM COMPLETE WITH A SKETCH OF YOUR FLOOR PLAN, AND RESOURCES NEEDED.



ROUND TABLES



RECTANGLE TABLES

TOTAL NUMBER OF SEATS: _____



CHAIRS



FLOORING



STAGING

GYMNASIUM

PRE EVENT CLEANING APPROVAL:

POST EVENT CLEANING APPROVAL:

****OFFICE USE ONLY****

DINING HALL

**** THIS FORM MUST BE SUBMITTED WITH EVENT REQUEST FORM 30 DAYS PRIOR TO EVENT. ****