




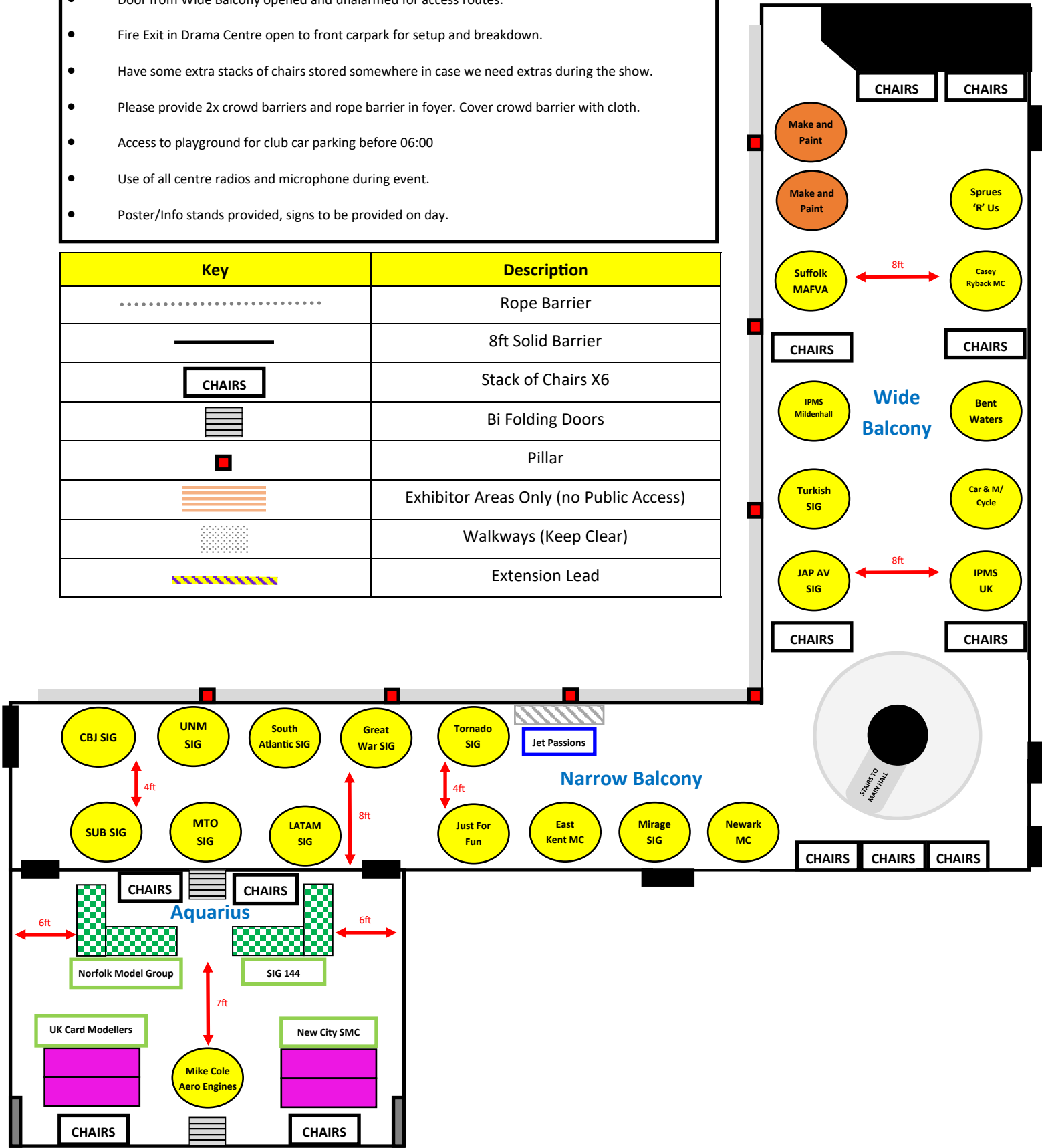


Setup Notes:

- Please ensure we have an access walkway through drama centre classroom to back door.
- Door from Wide Balcony opened and unalarmed for access routes.
- Fire Exit in Drama Centre open to front carpark for setup and breakdown.
- Have some extra stacks of chairs stored somewhere in case we need extras during the show.
- Please provide 2x crowd barriers and rope barrier in foyer. Cover crowd barrier with cloth.
- Access to playground for club car parking before 06:00
- Use of all centre radios and microphone during event.
- Poster/Info stands provided, signs to be provided on day.

Key	Description
.....	Rope Barrier
_____	8ft Solid Barrier
CHAIRS	Stack of Chairs X6
	Bi Folding Doors
	Pillar
	Exhibitor Areas Only (no Public Access)
	Walkways (Keep Clear)
	Extension Lead



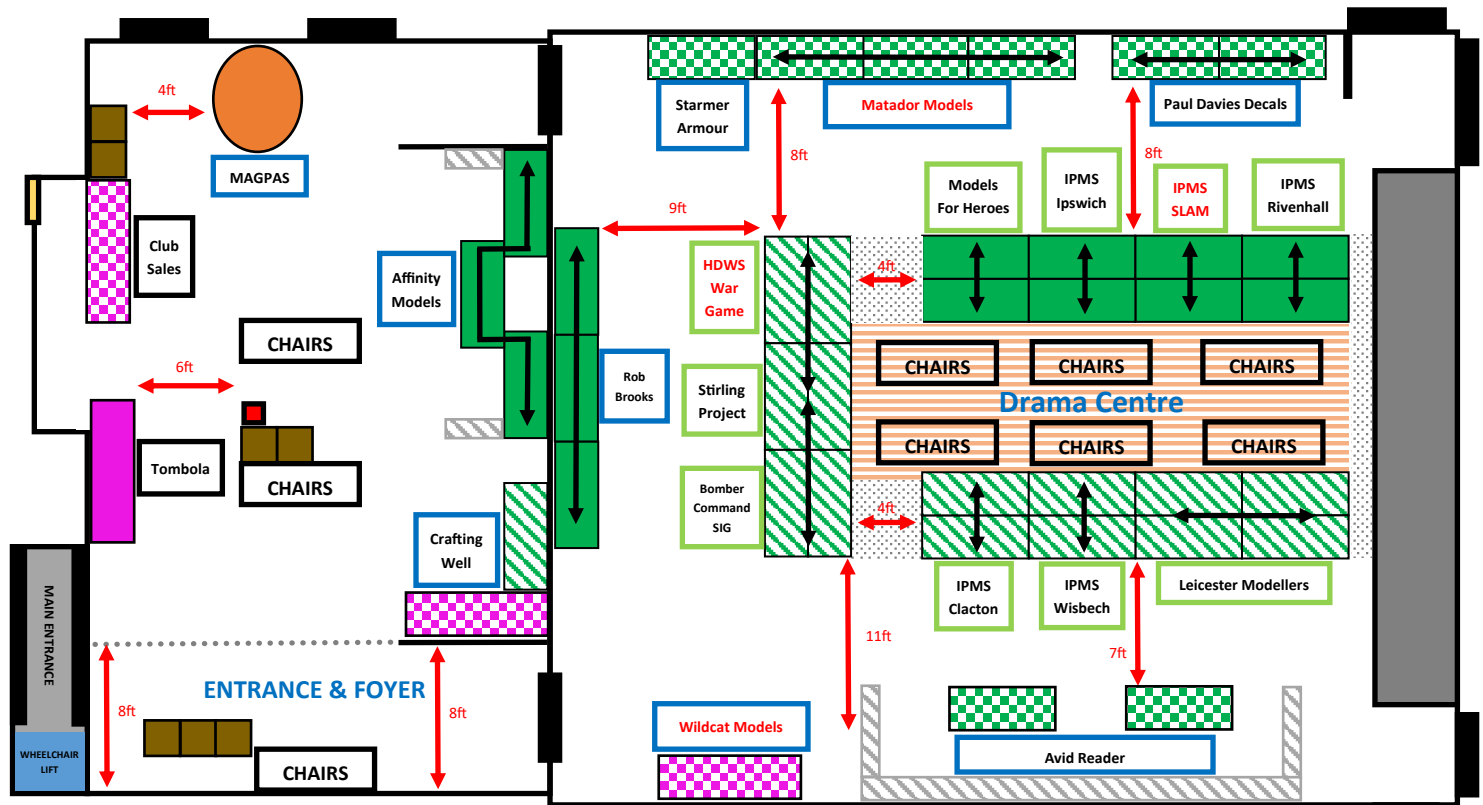





TABLE KEY	DESCRIPTION	AVAILABLE	USED	FREE
	2ft Small Square Café Tables	8	7	1
	6ft Tables w/ wheels	58	57	1
	6ft Tables w/ wheels new on stage	15	15	0
	6ft Tables (Round Legs)	12	12	0
	6ft Tables (Square Legs)	8	8	0
	8ft Tables w/ wheels	6	6	0
	8ft Trestle Tables	3	3	0
	12ft Tables w/ wheels	9	9	0
	10 Chair Round Tables w/ wheels	22	22	0
	8 Chair Round Tables w/ wheels	9	3	6
	Big Round Trestle Tables on the Rack (Light and Dark Brown)	15	0	15
	Club Supplied 1m x 0.5m Tables	30	0	30
	Bar Tables and Chairs (Position not set, happy for bar staff to adjust as needed)			
	Self Supplied Racking			