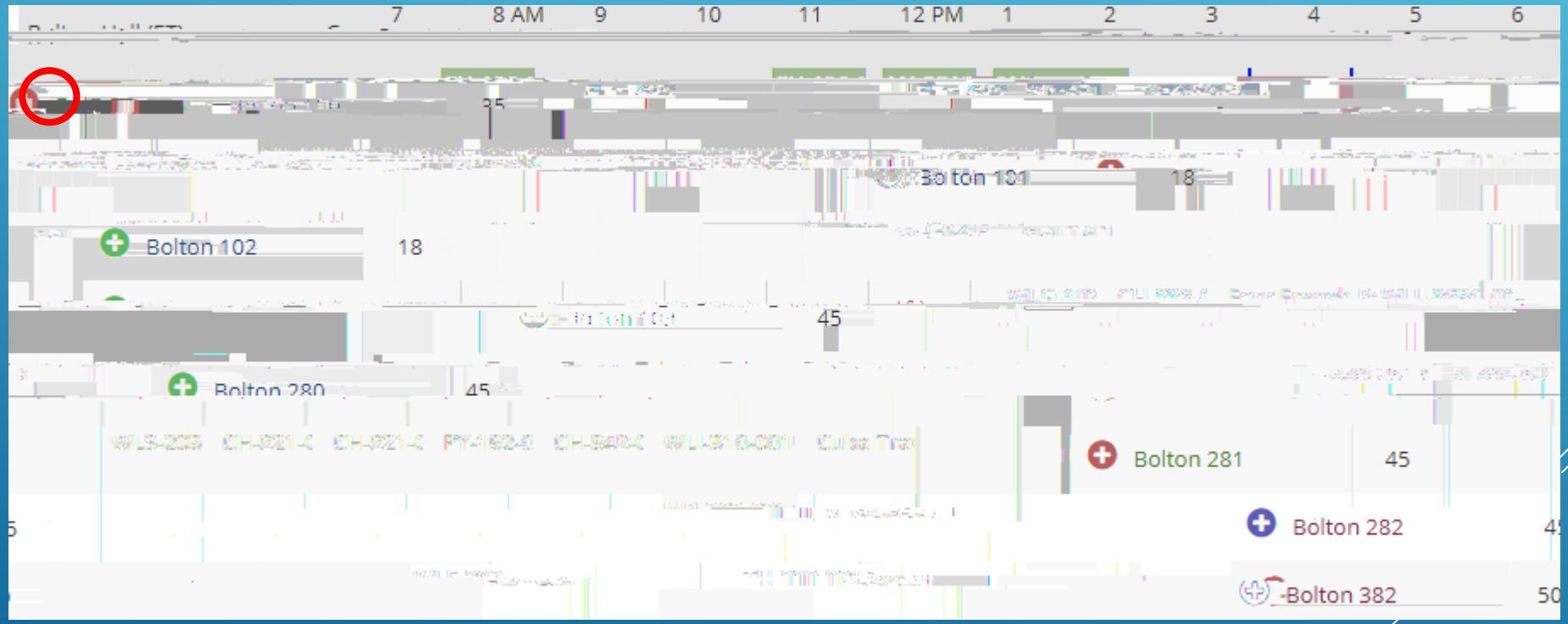
Next Step


7
8 AM
9
10
11
12 PM
1
2
3
4
5
6
Bolton 101
18
Bolton 102
18
45
Bolton 280
45
Bolton 281
45
Bolton 282
Bolton 382
50

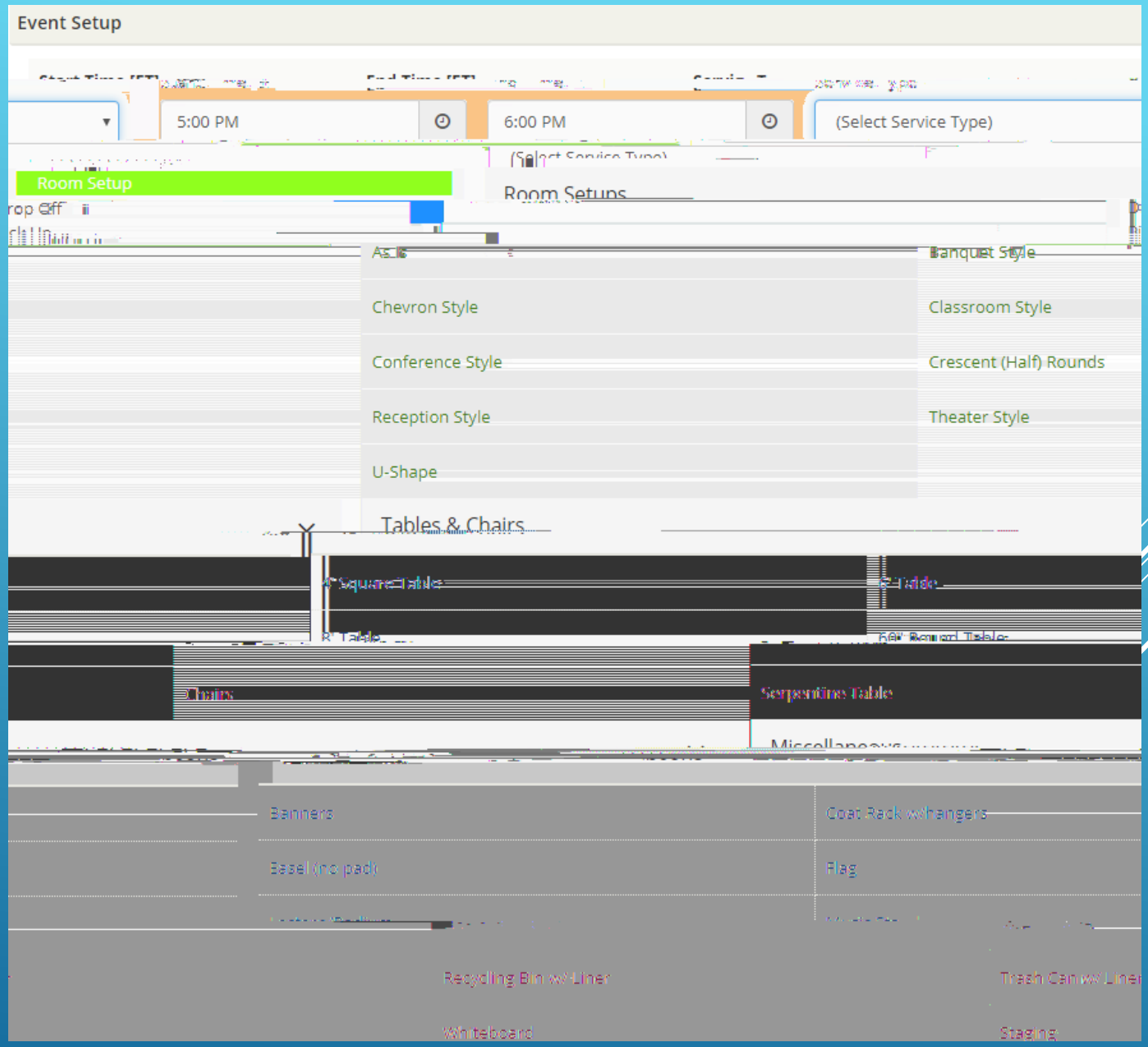
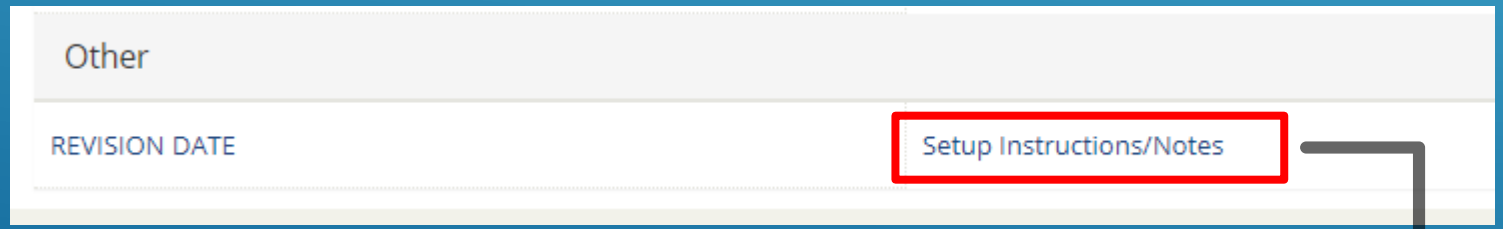
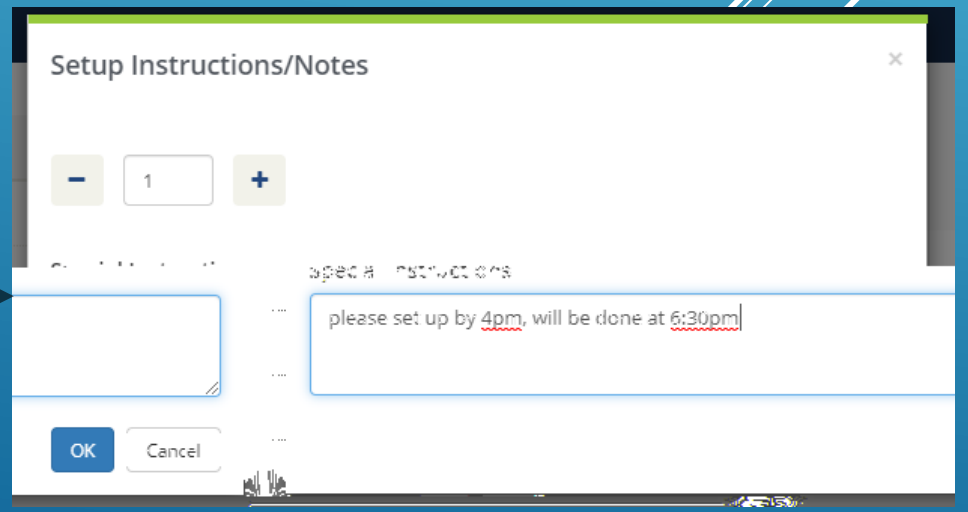
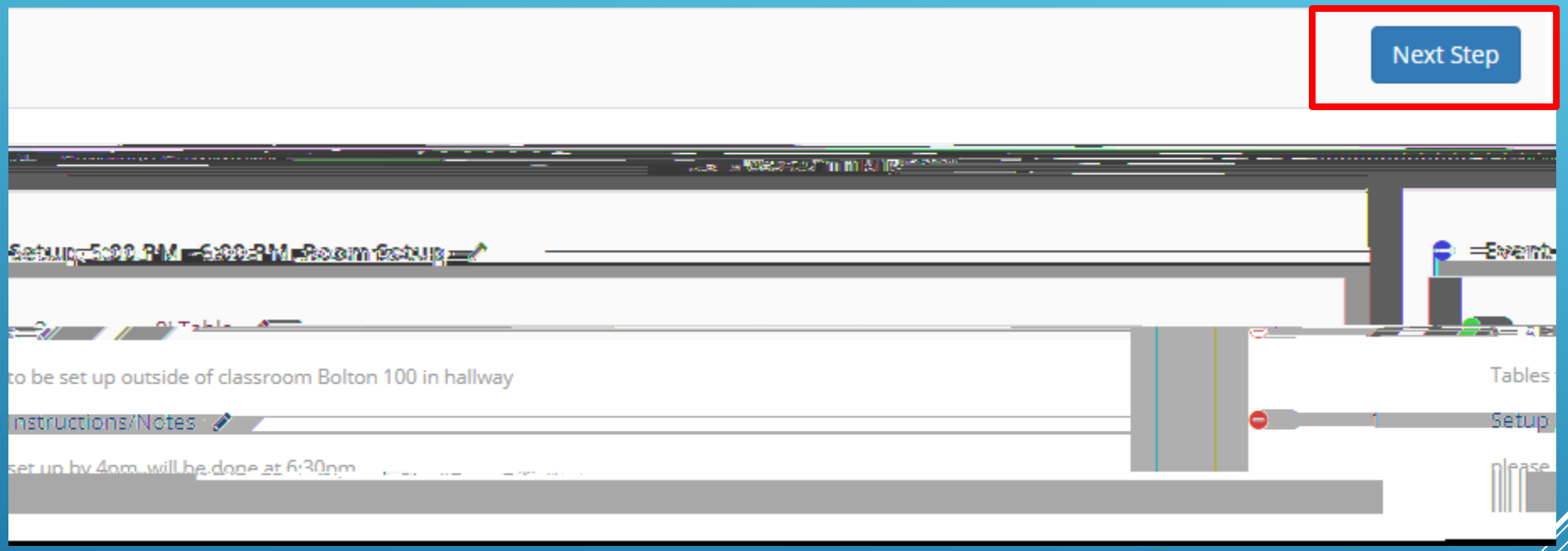
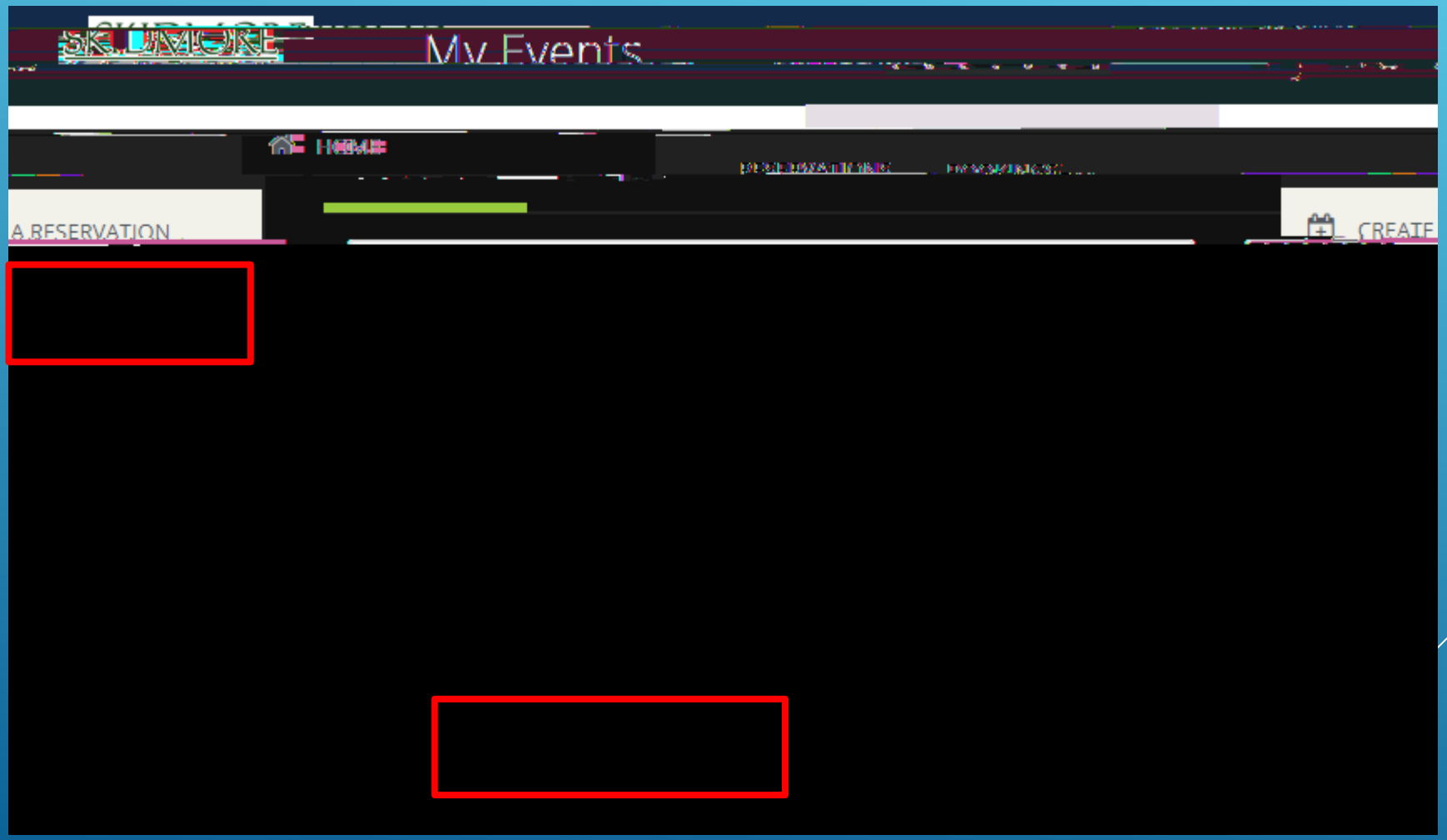

Event Setup
5:00 PM
6:00 PM
(Select Service Type)
Room Setup
Room Setups
Banquet Style
Chevron Style
Classroom Style
Conference Style
Crescent (Half) Rounds
Reception Style
Theater Style
U-Shape
Tables & Chairs
Banners
Coat Rack w/hangers
Easel (no pad)
Flag
Recycling Bin w/ Liner
Whiteboard
Staging

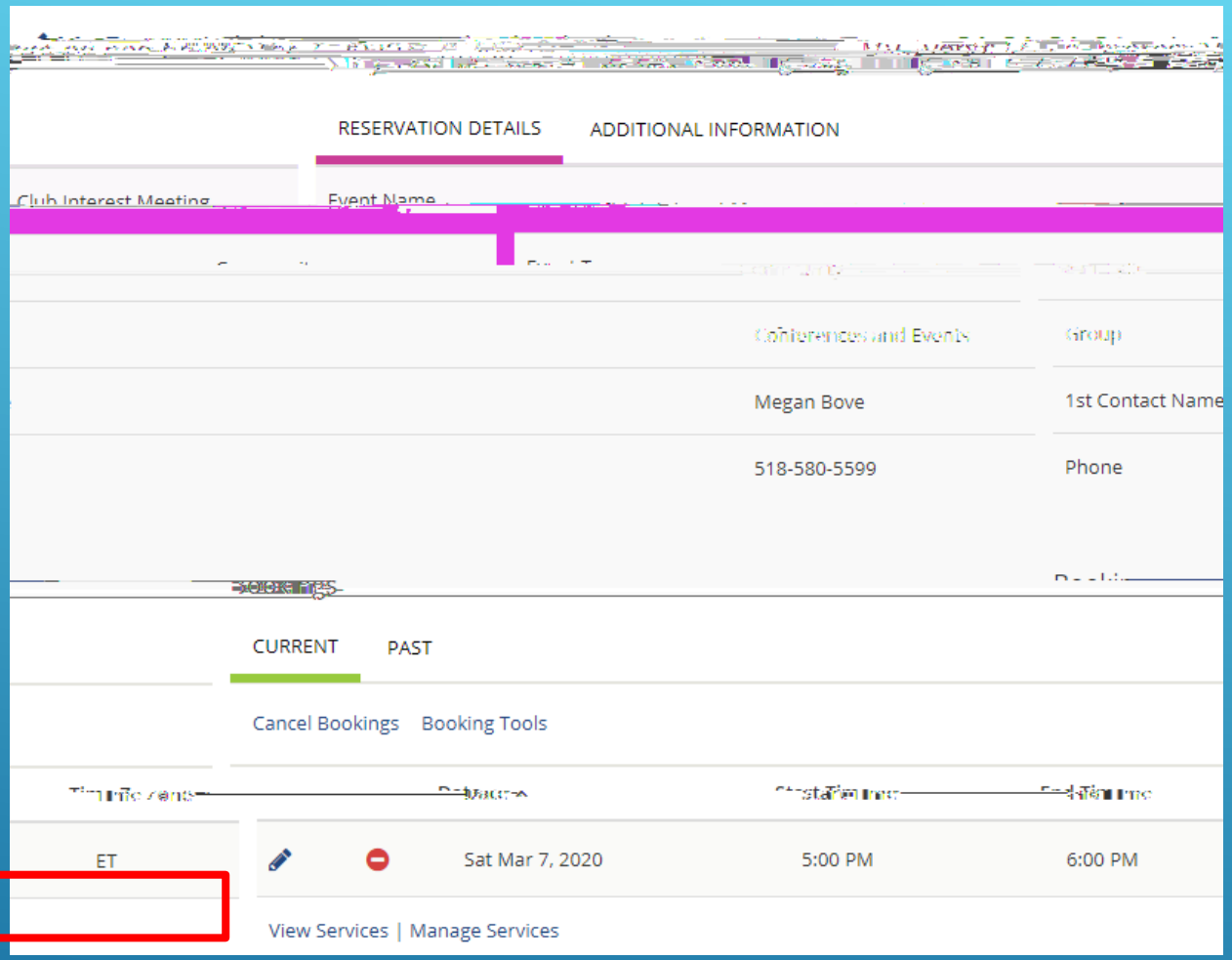
Table
Tables to be set up outside of classroom Bolton 100 in hallway

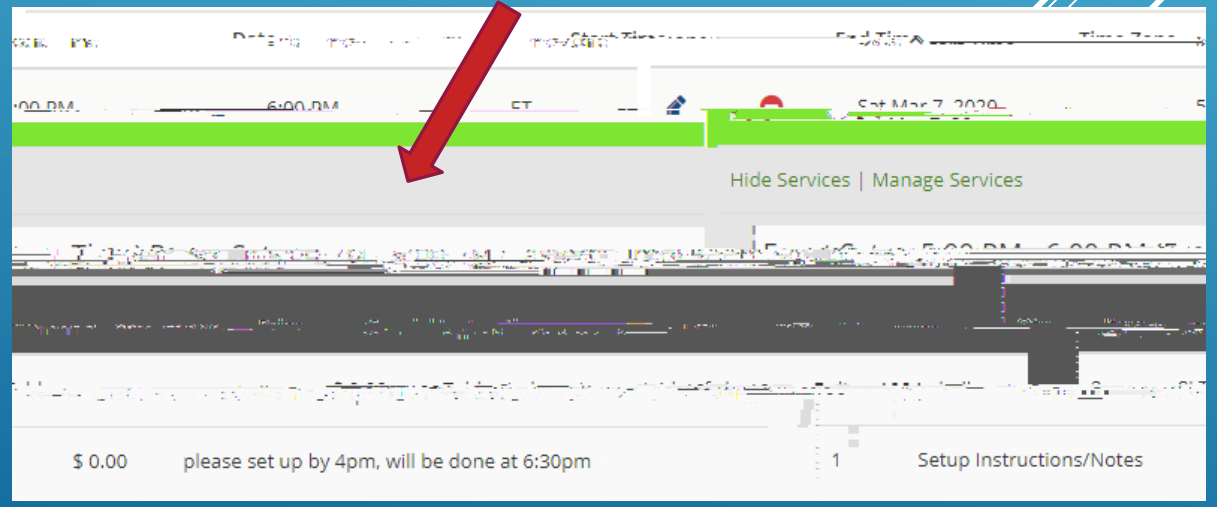

Other
REVISION DATE
Setup Instructions/Notes

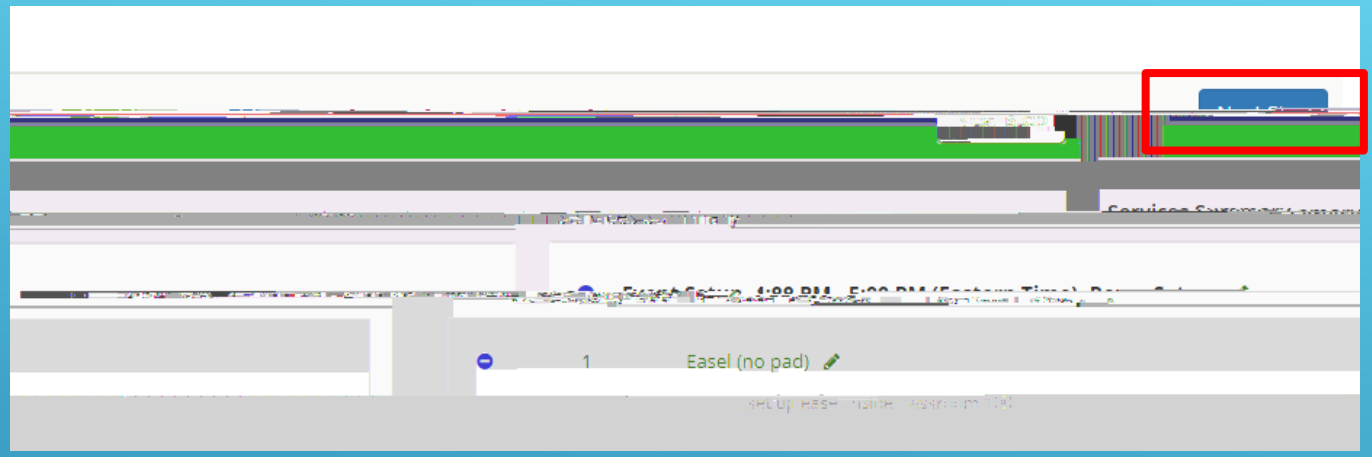

Setup Instructions/Notes
1
please set up by 4pm, will be done at 6:30pm
OK
Cancel

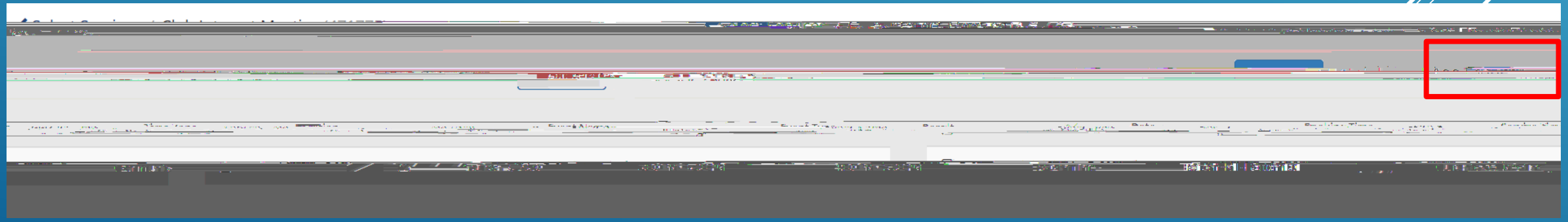

Next Step
to be set up outside of classroom Bolton 100 in hallway
Tables
Setup

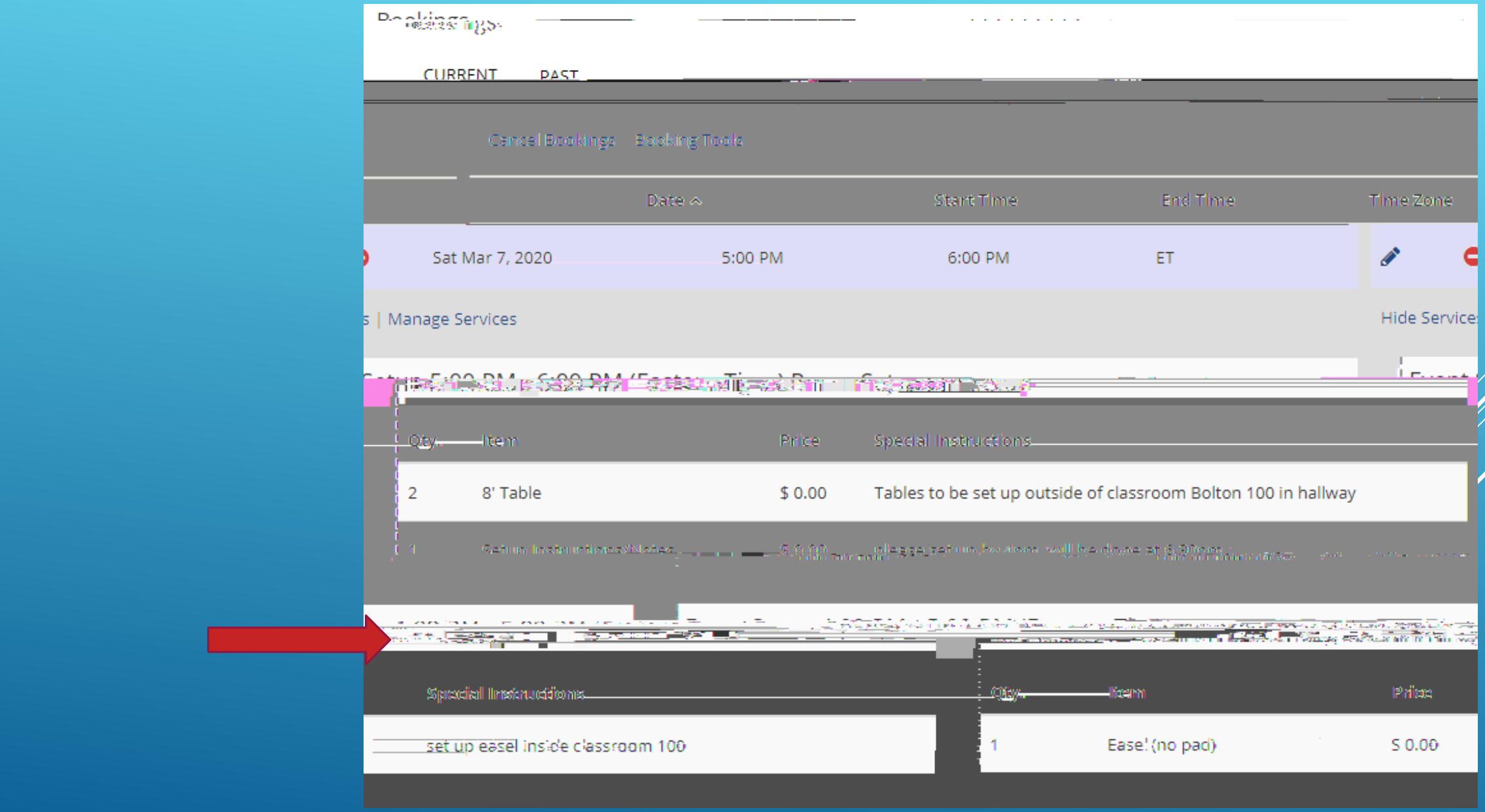

My Events
HOME
A RESERVATION
CREATE

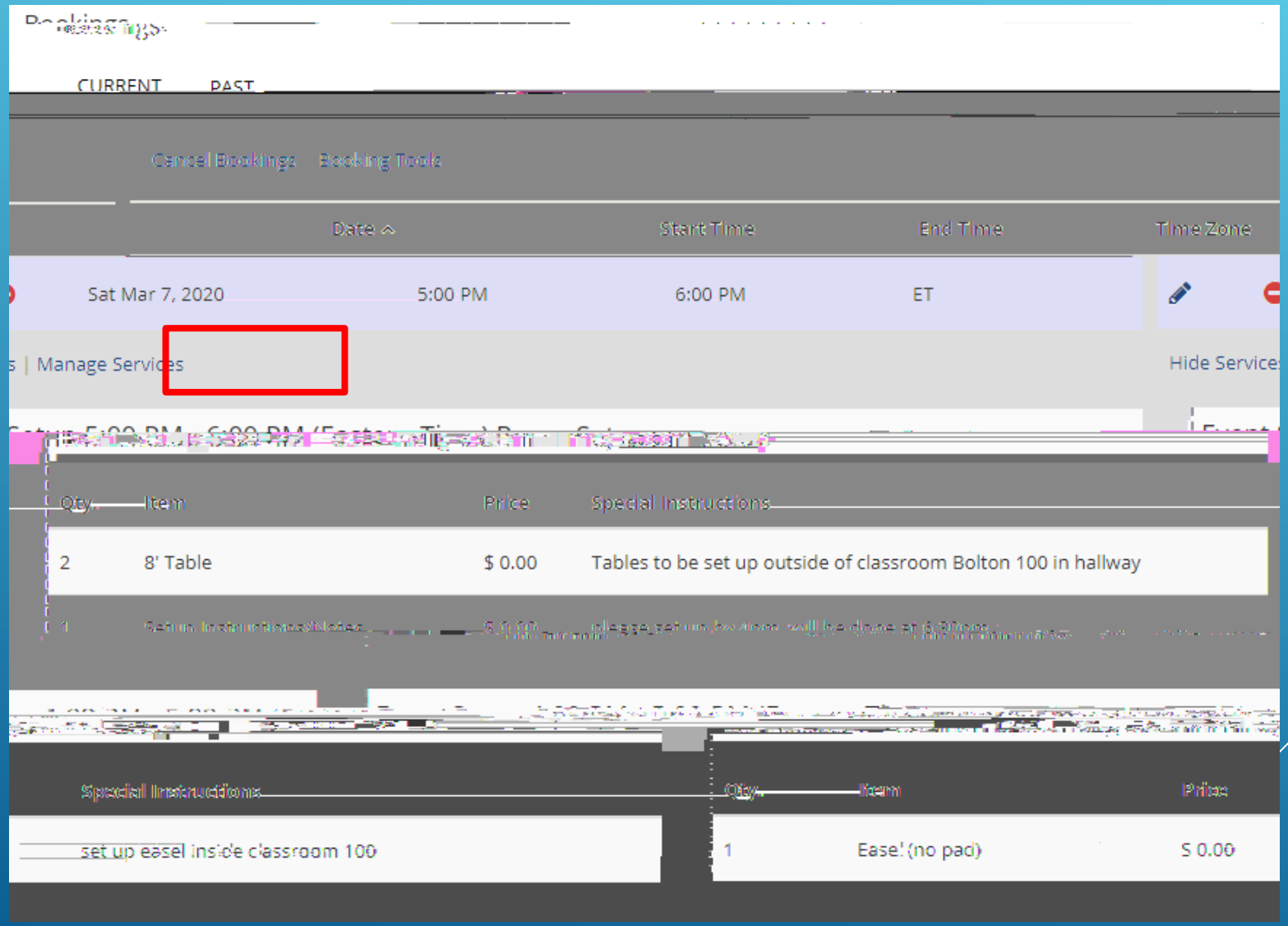

RESERVATION DETAILS
ADDITIONAL INFORMATION
Club Interest Meeting
Event Name
Conferences and Events
Group
Megan Bove
1st Contact Name
518-580-5599
Phone
CURRENT
PAST
Cancel Bookings
Booking Tools
ET
Sat Mar 7, 2020
5:00 PM
6:00 PM
View Services | Manage Services


Hide Services | Manage Services
$ 0.00
please set up by 4pm, will be done at 6:30pm
1
Setup Instructions/Notes

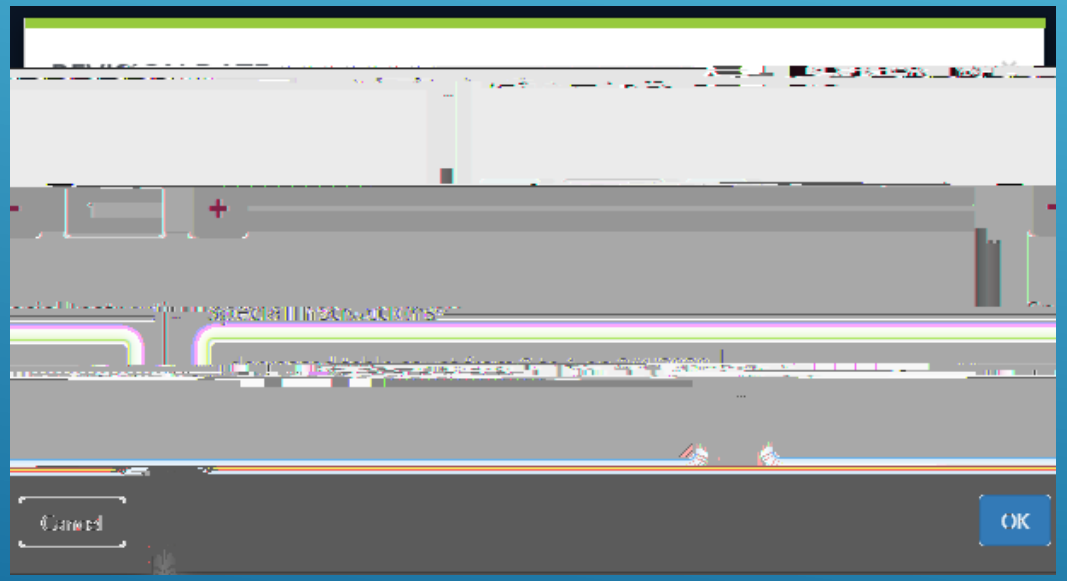

1
Easel (no pad)

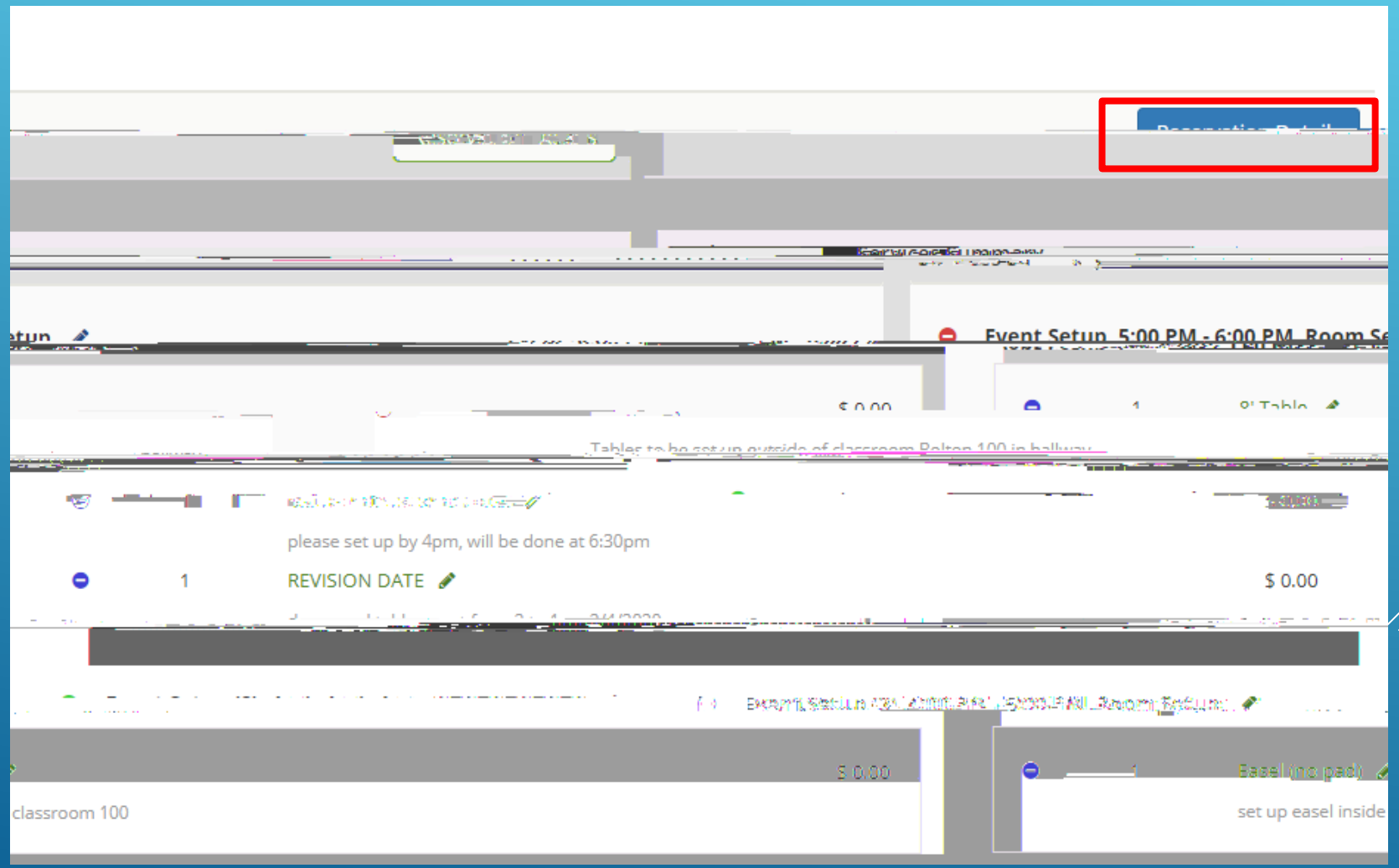


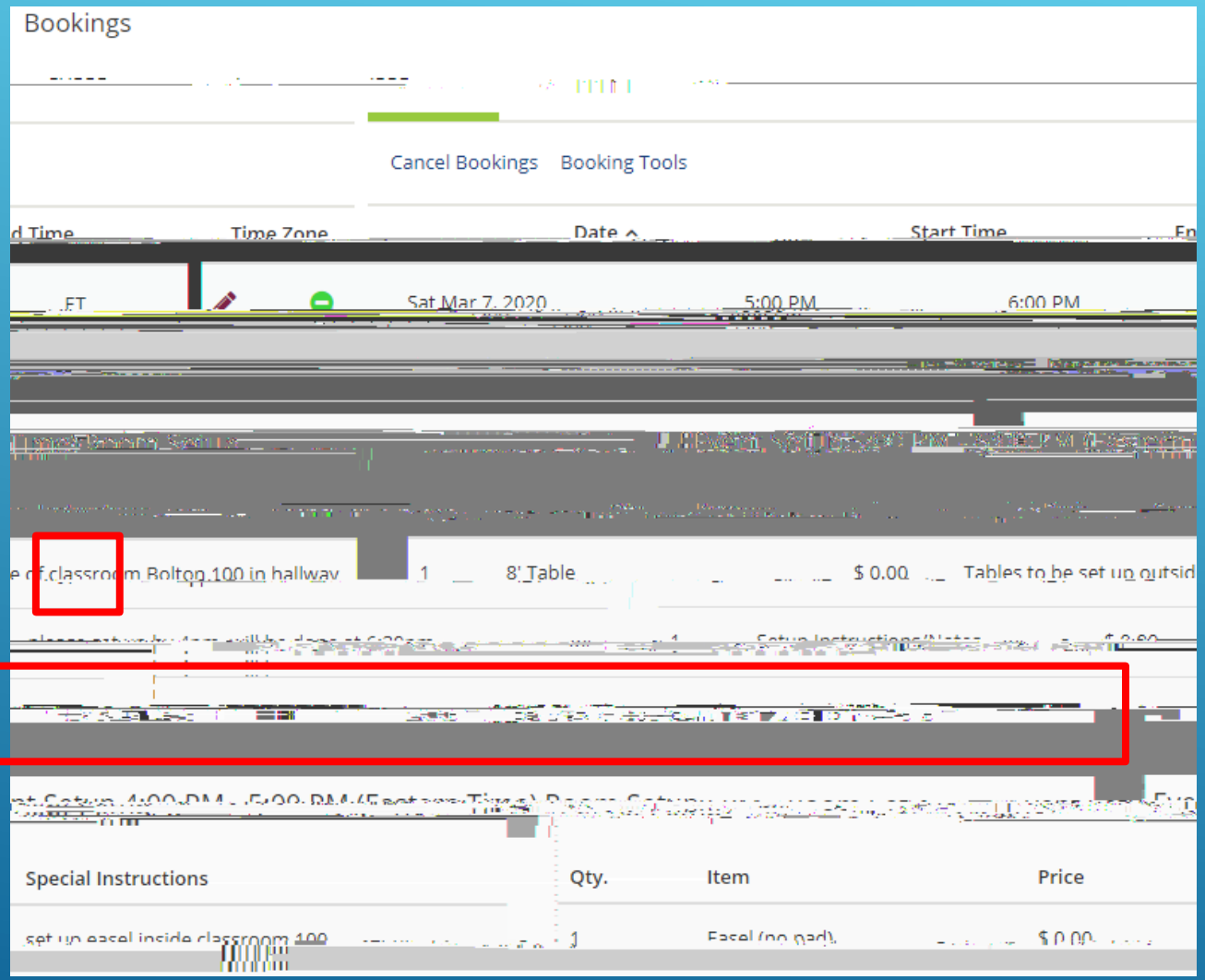

CURRENT
PAST
Cancel Bookings
Booking Tools
Date
Start Time
End Time
Time Zone
Sat Mar 7, 2020
5:00 PM
6:00 PM
ET
Manage Services
Hide Service
Qty.
Item
Price
Special Instructions
2
8' Table
$ 0.00
Tables to be set up outside of classroom Bolton 100 in hallway
Special Instructions
Qty.
Item
Price
set up easel inside classroom 100
1
Easel (no pad)
$ 0.00

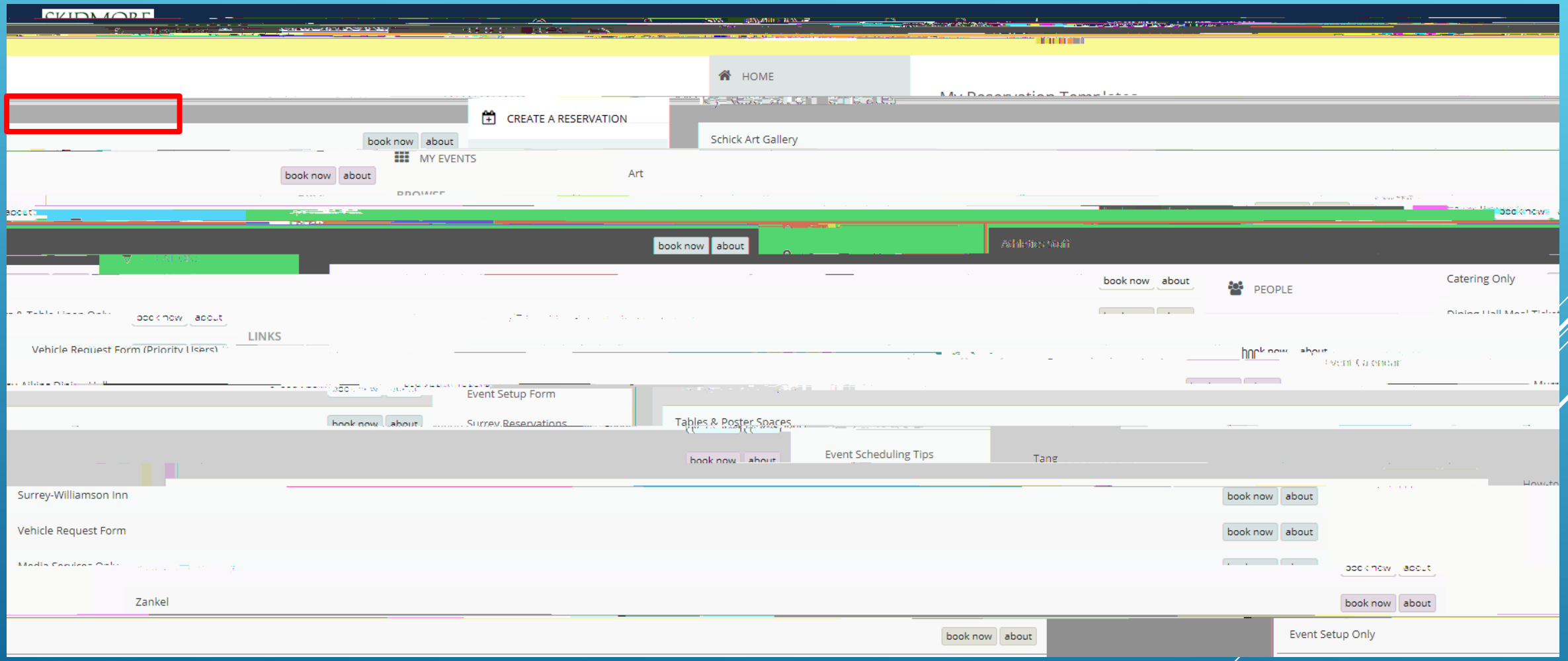
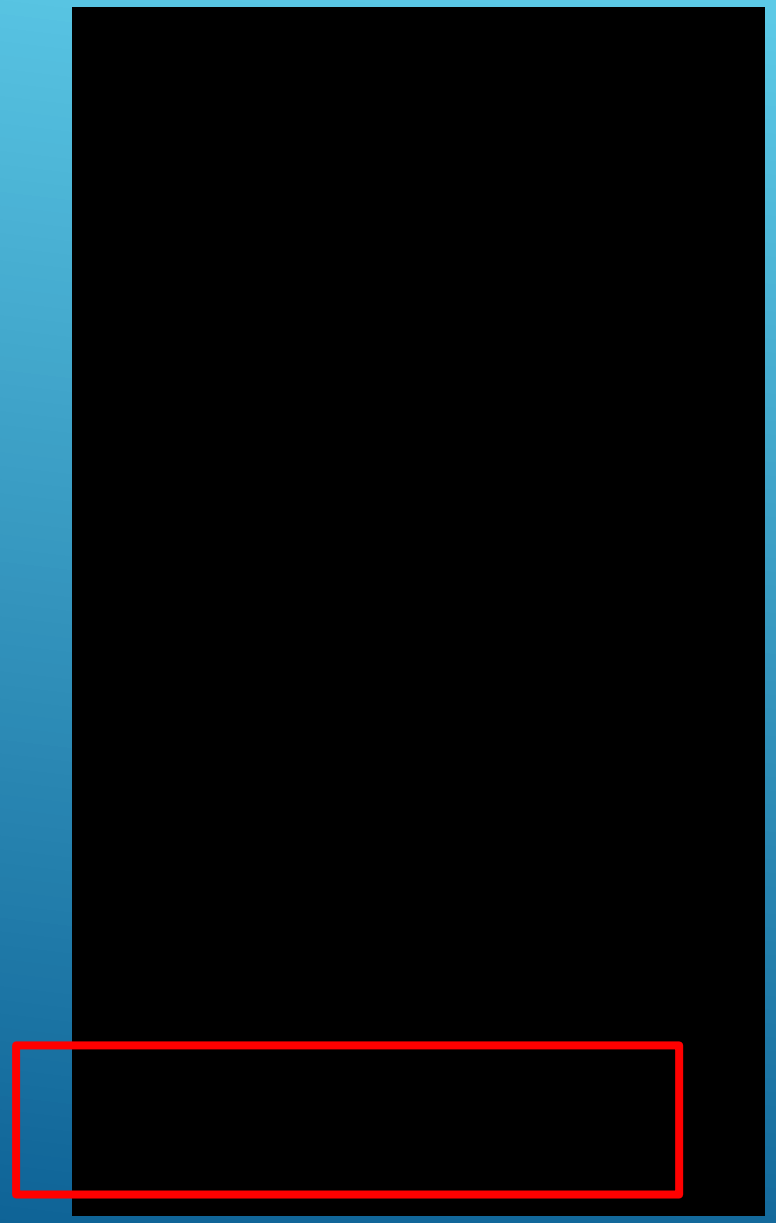

CURRENT
PAST
Cancel Bookings
Booking Tools
Date
Start Time
End Time
Time Zone
Sat Mar 7, 2020
5:00 PM
6:00 PM
ET
Manage Services
Hide Services
Qty
Item
Price
Special Instructions
2
8' Table
$ 0.00
Tables to be set up outside of classroom Bolton 100 in hallway
Special Instructions
Qty
Item
Price
set up easel inside classroom 100
1
Easel (no pad)
$ 0.00

Other
Other
REVISION DATE


OK


Event Setup 5:00 PM - 6:00 PM Room Se
$ 0.00
Tables to be set up outside of classroom Polson 100 in hallway
please set up by 4pm, will be done at 6:30pm
1
REVISION DATE
$ 0.00
$ 0.00
classroom 100
Easel (no pad)
set up easel inside


Bookings
Cancel Bookings
Booking Tools
Time Zone
Date
Start Time
Sat Mar 7, 2020
5:00 PM
6:00 PM
8' Table
$ 0.00
Tables to be set up outsid
Special Instructions
Qty.
Item
Price
1
$ 0.00


HOME
CREATE A RESERVATION
book now
about
MY EVENTS
Art
Schick Art Gallery
PEOPLE
Catering Only
LINKS
Vehicle Request Form (Priority Users)
Event Setup Form
Tables & Poster Spaces
Event Scheduling Tips
Surrey-Williamson Inn
Vehicle Request Form
Zankel
Event Setup Only