



# Physical Arrangement Form

Please complete the form AND meet with Logistics Team. PA form due by October FOTAC meeting.

Chair: \_\_\_\_\_ Committee: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**TABLES:** # of tables END-to-END **COUNTER** height: 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_

Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

# of tables END-to-END **TABLE** height: : 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_

Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

# of tables STAND-ALONE **COUNTER** height: 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_

Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

# of tables STAND-ALONE **TABLE** height: 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_

Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

# of Round tables: 6ft diam. \_\_\_\_\_ 5ft diam. \_\_\_\_\_ 4ft diam. \_\_\_\_\_ 3ft buddy bar \_\_\_\_\_

Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

**CHAIRS:** # of Bar Stools: \_\_\_\_\_ # of Chairs \_\_\_\_\_ Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

**OTHER:** # of stanchions needed \_\_\_\_\_ Entire event? \_\_\_\_\_ When needed? \_\_\_\_\_

# of easels needed: Short: \_\_\_\_\_ Tall: \_\_\_\_\_ table top: \_\_\_\_\_

# of electrical outlets needed? \_\_\_\_\_ Entire Event: \_\_\_\_\_ When needed: \_\_\_\_\_

# of lights needed? ? \_\_\_\_\_ Entire Event: \_\_\_\_\_ When needed: \_\_\_\_\_

Misc. Needs: (*Mic, heater, coat rack, Pipe & Drape, etc.*) see Festival of Trees Event Manager, Kelly Werner.