Writer’s Police Academy Room set ups

Atrium – remove low stuffed chairs and leave all tables and chairs

                \*3 – 8 foot tables for food set up-middle of atrium

                \*tables at the top of SC224 for catering to put coffee and water-Friday only

CC205 – just chairs facing north for 20 people

CC210 – classroom for 40

CC212 – classroom for 30

CC213- classroom for 30

CC215 – classroom for 30

CC217 – no set up needed

CC130 – no set up needed

CC206 – leave room as is

CC218/220 – Set 40 tables and have 30 set with chairs