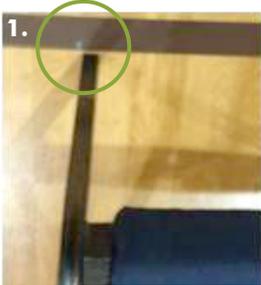


## AUDITORIUM CHAIR SET UP INSTRUCTIONS

### Center Row



1. Start with the center row. There is blue tape on the brown line at the front of the auditorium in the center. The front left leg of the first chair goes on that blue tape. Line up 34 chairs directly behind that first chair.



2. Remove every other chair so you have 17 rows. Get 7 tables and starting at 2nd row, replace the chair with the table every other row until you have the 7 tables in the row. There should be 3 rows in the back with no table.



3. Fill in on both sides until you have 7 chairs in each row, angling them slightly.

### Left Middle Section



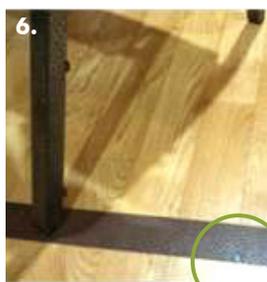
4. Starting with the left row beside the center row, there is blue tape on the brown line for the first front chair. The blue tape is just a reference point. Move the chair up in front of the brown line to be in line with the center row chair. The floor has lines in it so keep each right back leg of each chair behind that front chair on that same line. Angle each chair 3 lines over so the front left leg is 3 lines (on the floor) over from the back right leg. Follow that straight back using the existing chairs of the center row as your line-up point.



5. First row only gets 3 chairs on the right due to camera angle. Starting with the 2nd row, add a table so it should be 3 chairs, table, 3 chairs. These chairs are already angled because of placement so do not try to semi-circle them.



**Right Middle Section**



6. Starting with the right row beside the center row, there is blue tape on the brown line for the first front chair. The blue tape is just a reference point. Move the chair up in front of the brown line to be in line with the center row chair. The floor has lines in it so keep each left back leg of each chair behind that front chair on that same line. Angle each chair 3 lines over so the front left leg is 3 lines (on the floor) over from the back left leg. Follow that straight back using the existing chairs of the center row as your line-up point.

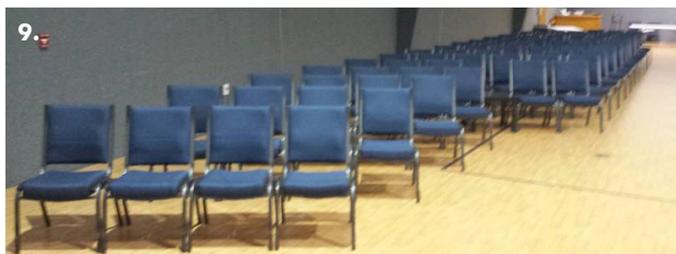


7. First row gets 7 chairs. Starting with the 2nd row, add a table so it should be 3 chairs, table, 3 chairs. These chairs are already angled because of placement so do not try to semi-circle them.

**Far Right Section**



8. At the left-hand side next to the wall, blue tape is reference point. Skipping first row, line up chair with corresponding chair in row next to it. Put in 6 chairs in that row. Angle each chair 3 lines over so the left back leg is 3 lines over from the front right leg.



9. Take the first 2 chairs out, leaving the chairs closest to the wall (for projectors/camera). Start the next 3 rows behind the existing chairs so you have 4 rows of 4 chairs. Starting with row #5, reference the blue tape in the front and make each row 6 chairs. Chairs should be 36 inches from the wall. At your discretion, add 4 tables into the rows. Will have 16 rows when finished.

**Far Left Section**



10. At the right-hand side next to the wall, blue tape is reference point. Skipping first row, line up chair with corresponding chair in row next to it. Put in 6 chairs in that row.



11. Take the first 2 chairs out, leaving the chairs closest to the wall (for projector). Start the next 3 rows behind the existing chairs so you have 4 rows of 4 chairs. Starting with row #5, reference the blue tape in the front and make each row 6 chairs. At your discretion, add 4 tables into the rows. Will have 15 rows when finished (making room for coffee/ creamer table). Chairs should be 36 inches from the wall.