



THE STEPHEN OLDFORD CENTER  
AT UNION UNIVERSITY

**Set-up Instructions** Note: Once the set-up is completed according to your instructions, no changes will be made by SOC staff without incurring an additional charge. You may make your own changes with approval by coordinator.

**Bethany Chapel**

Chairs only\_\_\_\_\_ Tables and chairs\_\_\_\_\_

Draw configuration for table and chair set-up below:

Possible set-ups: U-shape\_\_\_\_\_

Square\_\_\_\_\_

Classroom facing podium\_\_\_\_\_

**Welcome Center chapel**

Chairs only\_\_\_\_\_ Tables and chairs\_\_\_\_\_

Draw configuration for table and chair set-up below:

**Board Room**

Draw configuration for tables and chairs below:

Miscellaneous equipment needed:

Overhead projector (\$25 per day)\_\_\_\_\_ Flip Chart\_\_\_\_\_ White Erase Board\_\_\_\_\_

Other:\_\_\_\_\_

Additional instructions:

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