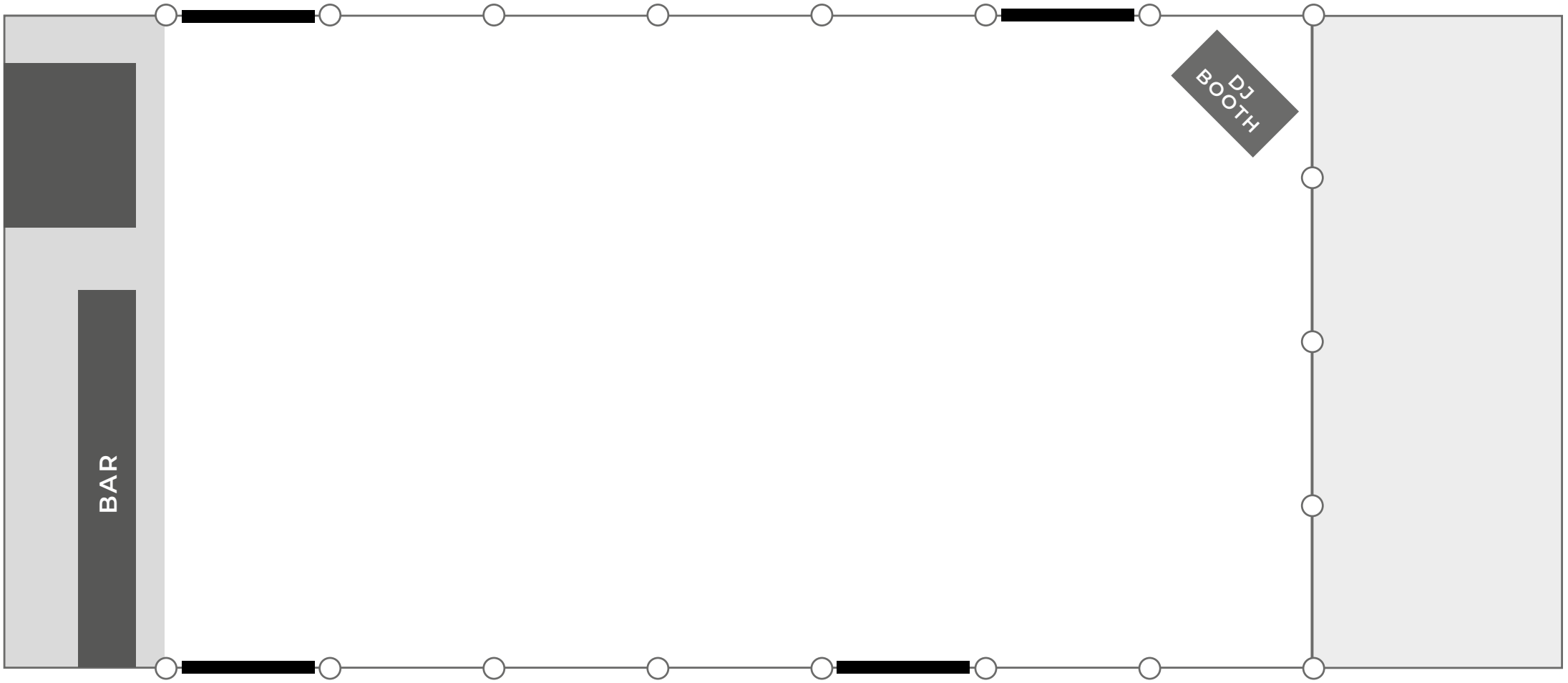
FURNITURE PLAN / EVENT DETAILS:				
CUSTOMER:				
EVENT DATE:				
EVENT TYPE:	WEDDING	CORPORATE	PRIVATE	OTHER
ARRIVAL / CEREMONY TIME:				

EVENT MANAGER	
EVE TEAM LEADER	

CUSTOMER SET UP:

ACCOMMODATION	NIGHT BEFORE	NIGHT OF
SANDRINGHAM		
BALMORAL		
WINDSOR		
MEETING ROOM		



OFFICE USE

MARQUEE SET UP:	
SET ROUND TABLES	
SET TRESTLE TABLES	
SET CHAIRS	
CATERING TABLES	
EXTRA CHAIRS	

MARQUEE ADD-ONS:			
WOODEN EASELS		PHOTOBOOTH	
POSTBOX		SWEETIE CART	
DONUT WALL		CRISP WALL	
SELFIE POD		HYDRATION STATION	
LOVE LETTERS		DANCE FLOOR	

OUTSIDE SET-UP:	
CEREMONY ON SITE	
AISLE MATTING	
ICE CREAM BIKE	
VINTAGE GAMES*	
MINI GOLF	

OTHER: