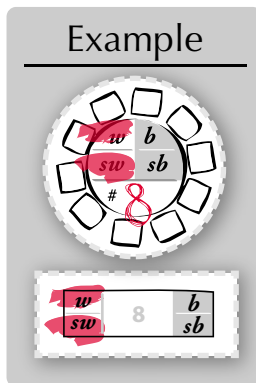


FLOOR LAYOUT INSTRUCTIONS

STEP 1 cut out & arrange

- Cut out and arrange your tables on the open floor plan on the previous page.
- Then, mark each table's linen choice, skirt choice, and total number of chairs.

w = White Linen
sw = Skirt White
b = Black Linen
sb = Skirt Black
 10 = 10 chairs
 9 = 9 chairs
 8 = 8 chairs
 etc...



STEP 2 complete check list

- Complete the check list on the previous page to make sure you didn't miss anything.

• Then...

You're Finished!

• But Don't Forget!

- Please bring your floor layout to your 30 day meeting, along with the remaining balance and your \$200 security deposit.
- If you have any questions about the floor layout, please call us at **864-848-7212** or email us at info@davenportgreer.com.

⊕ included with your rental

TABLES & CHAIRS

- 100 - Black or White Plastic Chairs
- 14 - 60 in. Round Tables
- 4 - 8 ft. Rectangular Tables
- 4 - 6 ft. Rectangular Tables
- 3 - 4 ft. Rectangular Tables

LINENS & TABLE SKIRTS

- Each table includes a 25% discount on a linen from **Greer Event Rentals** (Full length, lap length and skirting are available in many colors).
- Use of 100 black or white plastic chairs, or \$100 credit at **Greer Event Rentals** for a different chair.



Also Available @ Additional Charge

Record each additional item under special notes on your Floor Layout.

- Chair Covers & Sashes
- Chandelier tulle/lights
- Banister tulle/lights
- Cocktail/Sweetheart tables
- Bartenders/Servers
- Parking Attendants
- Linen Napkins
- Floor Length Linens
- Glassware
- Floor Monogram
- Additional Chairs
- Complete Event Clean-Up

cut-out accessories

Please note that the cut-out accessories represent more tables & chairs than are available, since some accessories are pre-labeled for your convenience (ex. Cake, Bar, etc...). Refer to the list of Tables & Chairs above for the exact number of available items.

