

## **FRAMED EASEL ASSIGNED SEATING INSTRUCTIONS**

- All tables are oval
- All tables seat maximum 10 people
- We must have all names in alphabetical order  
(not by table number order) See attached Example #1.  
Maximum (2) or (4) Sheets (not 1 or 3 Sheets).  
Over 350 people Maximum (6) Sheets.  
No Borders, Make Bold, Simple Font.
- LaMalfa will provide Cherry Wood Frame, matted with a Brass Easel.  
(2,4,6 sheets insert.)
- On separate sheet, write number of people per table.  
See attached Example #2.
- Note high chairs, booster seat or wheel chairs.  
See attached Example #2.
- Please do not add tables or change table numbers.
- Please do not fax.
- Please do not e-mail.
- Exact ballroom name and location will be given 72 hours prior to event.