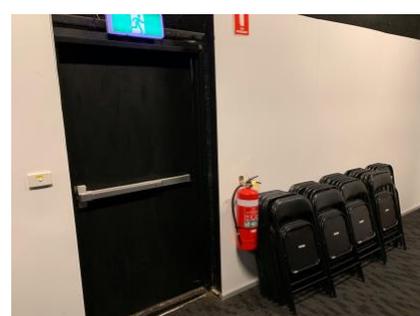
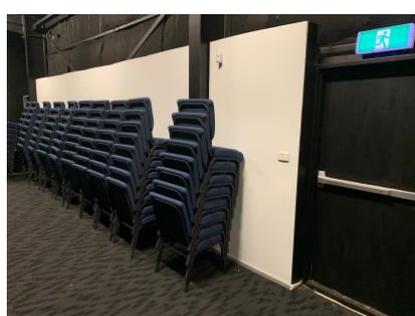
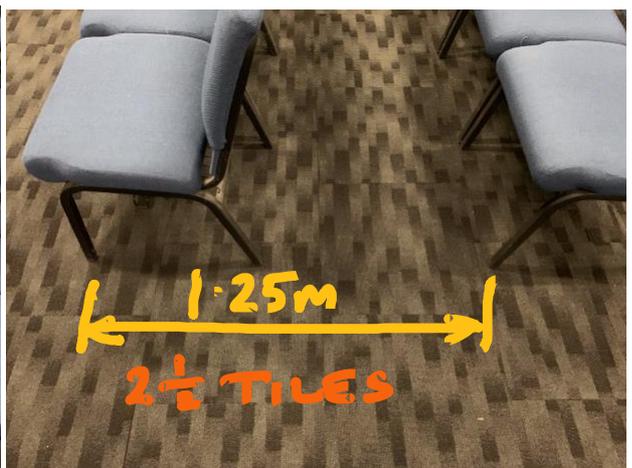
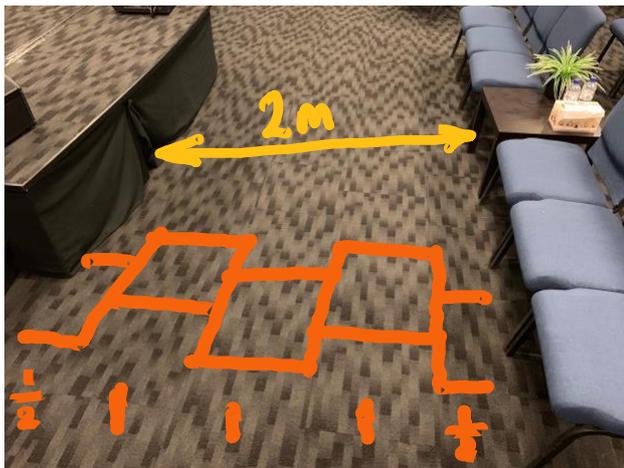
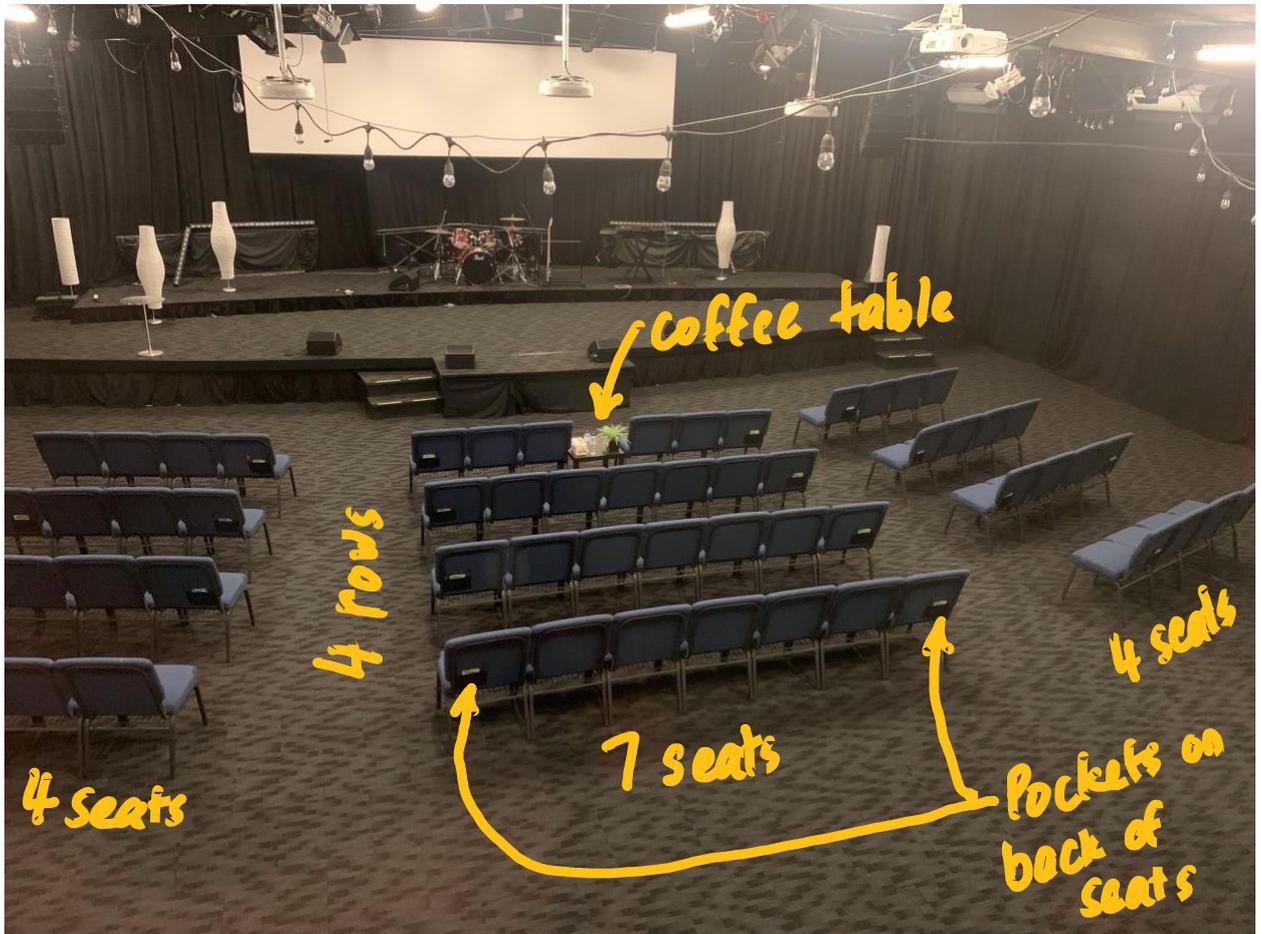


# AUDITORIUM CHAIR LAYOUT



## NOTES

1. Use the carpet squares to measure distances. Each square is 0.5m x 0.5m.
2. The distance from the stage to the front of the first row is 2m. (There is half a tile in front of the stage, then count out 3 full carpet tiles and then add another half tile and you have the front of the first row.)
3. There is a gap of 1.25m (2½ Tiles) between the front of a row and front of the next row.
4. Centre the coffee table in the front row to the centre of the stage and then use that as your guide to ensure that the seats are all centred to the stage.
5. Ensure that the seats on ends of each row have the pockets at the back for the Offering Forms (and ensure that the pocket is on the side of the seat that is next to the aisle).
6. If the blue chairs from the training room (the room on the south side of the foyer) have been used – place 20 of the blue chairs in the training room (one at each desk).
7. Use the two red trolleys to move stacks of blue chairs.
8. Spare blue chairs should be stacked (max. 8 seats) and moved behind the curtain on the right hand side of the auditorium and placed along the Eastern wall on the Northern side of the Exit Door.
9. Spare black folding chairs should be leaned against wall (max. 8 chairs) behind the curtain on the right hand side of the auditorium along the Eastern wall at the southern side of the Exit Door.