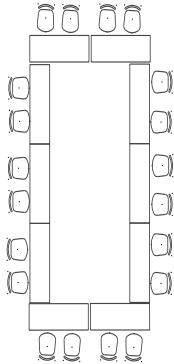


Room Setup Examples

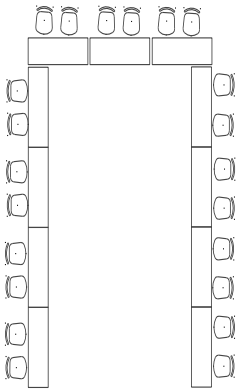
Please note that special setups are not applicable for classrooms or other rooms that are “existing set-up only.” Also, please note that room sizes vary, and some set-ups may not be suitable for use in a particular space. A member of University Events or Student Life will determine the most appropriate set-up.

Conference and Hollow Square



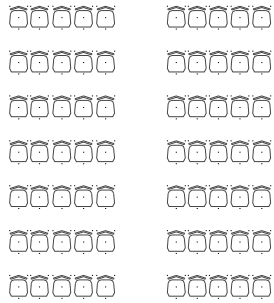
This set up is good for interactive discussions and note-taking sessions for 25 people or less.

U-shape



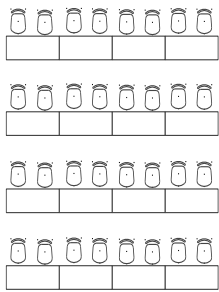
Appropriate for groups of less than 40 people. Works well for meetings with a leader or presenter located at the head of the setup. Audiovisual equipment is usually best set up at the open end of the set-up.

Theater



Appropriate for large sessions that do not require extensive note-taking.

Schoolroom or Classroom



Great for medium to large sized lectures that require attendees to take notes.

Reception

A non-seated social function where beverages and light foods are served to guests.

Banquet

Generally used for meals and sessions involving small group discussions. A five foot (60 inch) round table seats eight people comfortably. A six foot (72 inch) round table seats 10 people comfortably.

60" Round 72" Round

