ROOM SET UP STYLES

CLASSROOM
6’ rectangular tables with up to three seats each are set up in rows facing a lectern. Primarily used for conferences or other events requiring writing by attendees.

U-SHAPE
6’ rectangular tables placed in a U-shape and surrounded on the outside by chairs. Most appropriate for presentations to groups fewer than 25 people.
ROOM SET UP STYLES

CIRCLE OF CHAIRS
Chairs aligned in a circular pattern without any tables in between. Ideal for group discussions/negotiations, workshops or brainstorming.

DINING ROOM (also known as Banquet Style)
60” round tables surrounded with 8-10 chairs each. Ideal for banquets or meeting with meals.
ROOM SET UP STYLES

CONFERENCE STYLE
6’ rectangular tables placed side by side to function as one large table and chairs are placed around the table. Ideal for small groups of 20 people or less.

HOLLOW SQUARE
6’ rectangular tables are set in a square or rectangle with chairs placed around the outside of the table, the center is hollow. Ideal for discussions, board meetings, conferences etc.
ROOM SET UP STYLES

LECTURE STYLE (also known as Theatre or Audience Set up)
Chairs are placed in rows facing either a lectern, head table or stage, no tables are used. Ideal for general meetings and lectures of any size group.

Lectern/
Podium
HALF CIRCLE #1
20 chairs are aligned in a half circle pattern 10 feet away from the projector screen and 6 round tables with 8 chairs at each table are placed behind the half circle of chairs.
HALF CIRCLE #2
20 chairs are aligned in a half circle pattern 10 feet away from the projector screen.