

Room Setup Guide

This guide will help you decide on the room setup you desire for your meeting or event. Note that all setups are not available for all rooms.



Classroom: Rows of tables arranged with all participants facing towards the front of the room.



Theatre: Rows of chairs (no tables) arranged with all participants facing towards the front of the room. This setup generally has one center and two side aisles.



Banquet Rounds: Standard round tables neatly arranged throughout the room. Participants are seated around the entire perimeter of each table.



U-Shape: Multiple rectangular tables arranged in a large U with open space in the middle. Participants are seated around the outside facing towards the center of the U.



Reception: Standard round tables neatly arranged throughout the room. Participants are seated around the entire perimeter of each table. Additional smaller cocktail tables may also be arranged throughout the room.



Conference Boardroom: Multiple rectangular tables arranged together in the center of the room to create a single large table space.