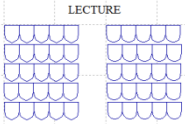
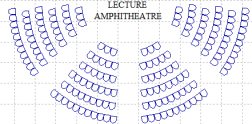
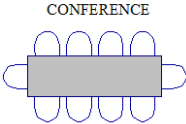
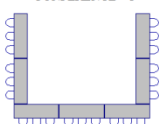
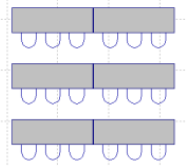
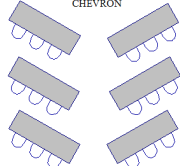
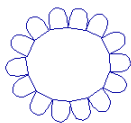
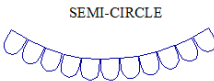
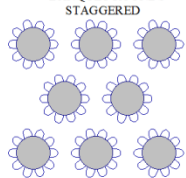
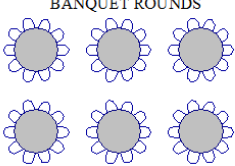


# Event Setup Options & Checklist

 <p>LECTURE</p> <p>Chairs in horizontal rows facing the same direction. May have an aisle(s) depending on the number of chairs used.</p>	 <p>LECTURE AMPHITHEATRE</p> <p>Chairs in horizontal curved rows facing the same direction. May have an aisle(s) depending on the number of chairs used.</p>
<p><b>NOTE:</b> Lecture style seating is used for large audiences. There is limited group interaction with this setup.</p>	
 <p>CONFERENCE</p> <p>Tables placed together in a board room style with chairs around the outside and two ends.</p>	 <p>CONFERENCE - U</p> <p>Tables set in the shape of the letter U, with chairs around the outside; can also have chairs set around the inside.</p>
<p><b>NOTE:</b> Conference style seating is used for small groups and allows for good interaction among participants.</p>	
 <p>CLASSROOM</p> <p>Tables in horizontal rows facing the same direction with chairs facing presenter.</p>	 <p>CLASSROOM CHEVRON</p> <p>Tables in horizontal rows facing the same direction set in a "V" formation.</p>
<p><b>NOTE:</b> Classroom style seating is used when guests are taking notes or space needed for materials. Participant interaction is minimal. Can place up to 3 chairs per table.</p> <ul style="list-style-type: none"> <li>• 6' x 18" Tables: Recommended for classroom-style for maximum occupancy.</li> <li>• 6' x 30" Tables: Recommended for food, materials, fairs</li> </ul>	
 <p>CIRCLE</p> <p>Chairs set up in the shape of a circle.</p>	 <p>SEMI-CIRCLE</p> <p>Chairs set up in the shape of a half circle, usually facing the speaker.</p>
<p><b>Note:</b> Circle/Semi-circle style is used for small intimate group discussions.</p>	
 <p>BANQUET ROUNDS STAGGERED</p> <p>Tables placed in staggered horizontal rows.</p>	 <p>BANQUET ROUNDS</p> <p>Tables placed in linear horizontal rows.</p>
<p><b>NOTE:</b> Banquet Rounds seating is used for meals and group discussions. Round table sizes:</p> <ul style="list-style-type: none"> <li>• 72" Rounds: 8 – 10 guests per table</li> <li>• 60" Rounds: 6 - 8 guests per table</li> <li>• Half Rounds: 4 guests per table</li> <li>• 36" cocktail tables stand 4 guests.</li> </ul>	