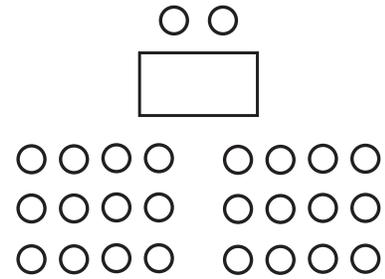


# EVENT SETUP OPTIONS

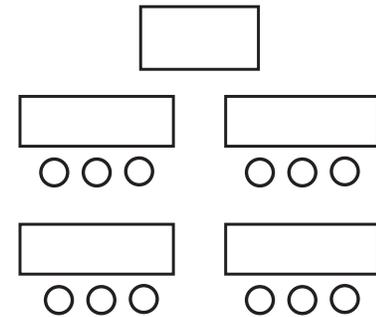
## Lecture

The lecture setup is a theatre style setup, with chairs facing a head table in the front of the room. It is suitable for lectures, speeches, presentations, movie watching and performances. This setup allows for most efficient space use.



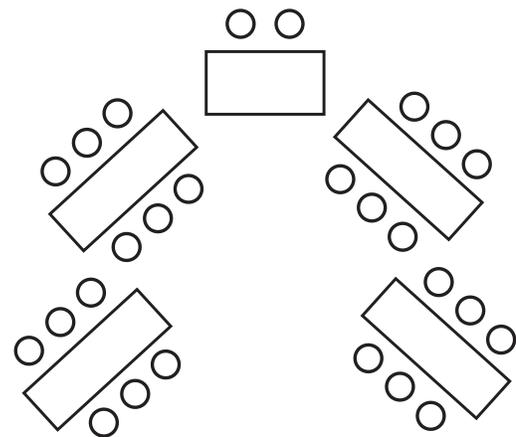
## Classroom

The classroom setup is usually three chairs on one side of the table facing a head table in the front of the room. It is suitable for workshops, orientations and presentations where the audience will be taking notes. This setup is relatively space consuming.



## Herringbone

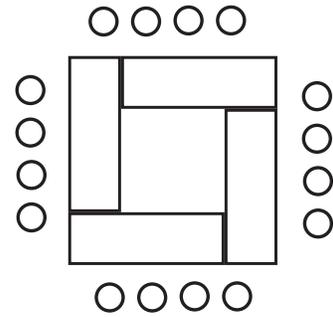
In the herringbone setup tables are turned at an angle toward the head table with three chairs on each side of the table. It is used for presentations to allow everyone in the audience to face the speaker. This setup allows for more space and is more efficient than the classroom setup.



# EVENT SETUP OPTIONS

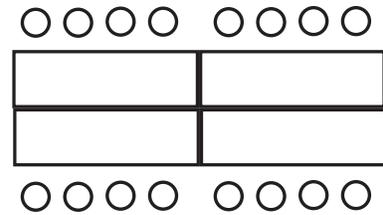
## Square

In the square setup tables are moved together to form a square shape with a hollow middle and chairs around the perimeter. It is used for meetings and conferences with an even number of people on each side.



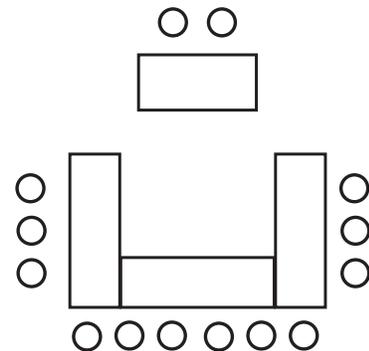
## Conference

In the conference setup tables are moved together to form a larger table with chairs around the perimeter. It is used for meetings and conferences. This setup allows for participants to sit closer together than the square setup.



## U-Shaped

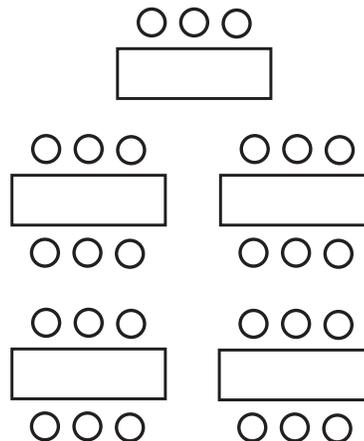
In the U-shaped setup tables are moved together to form a u-shape facing a head table with chairs around the outside. It is used for meetings and conferences with the presenter separated from the audience. This setup takes up more space than the square and conference setups.



# EVENT SETUP OPTIONS

## Dining

In the dining setup tables have three chairs on both sides. It is appropriate for catered parties, dinners and socials with guests of honor sitting in the head of the room. This setup allows for more efficient space use than the classroom and herringbone setups.



## Dining with Rounds/Ovals

This setup is used for large functions, sit down dinners, receptions and socials.

