

Determining Room Set Up

Environment, line of sight, comfort & safety are very important when considering specific set ups. Here are descriptions of room set ups and their best uses. With all of the set ups listed (except perhaps, for the Permanent Board Table), unstained tablecloths should be used.

Crescent/Half Moon Rounds

Set up: Attendees sit around 60", 66" or 72" diameter tables but utilizing the 2/3s that faces the speaker

This set up is used primarily for one of two reasons.

- 1) the session revolves around speaker & small discussion groups,
- 2) or, where the meeting precedes or follows a meal function

Round Tables

Set up: Attendees sit around 60", 66" or 72" diameter tables

Round tables (Banquet style) is the preferred set up for most meal functions. This is also good for study groups & small breakout groups that especially need note-taking and interaction.

Board or Conference

Set up: Attendees sit around either a fixed board table or 6 6'x30" or 4 8'x30" tables; the maximum should be 18.

Used for small board or committee meetings where interchange is expected. Also used for small banquet functions.

Hollow Square

Set up: 30" wide tables arranged in a square or rectangle with the center empty; when possible utilize serpentines on corners, to round them out.

Larger committees or board meetings of 17-32, where interchange is required, do not exceed 16 feet in length. Sound reinforcement is generally needed for larger squares, it is hard to hear from side to side.

U-Shape, Rounded U or Horseshoe

Set up: 30" wide tables arranged in a "U" with outside seating only, just like the hollow square; when possible utilize serpentines to round out the corners.

Larger committees or board meetings where audio visual presentations are made, where the screen is at the open end to enable all to see the presentation.

Classroom/Schoolroom

Set up: Depending on the amount of printed material required, either 18" or 30" wide tables should be used, with 2 chairs at 6' lengths & 3 at 8' lengths. Tables should abut each other but allow for aisles; for wide rooms the side tables should be angled to the stage.

Classroom/Schoolroom set up is the ideal arrangement for training meetings or other meetings where copious notes are taken and printed material or binders are utilized. It is also the most used for long sessions.

Herringbone

Set up: Same as Classroom/Schoolroom, except tables should angle in.

The purpose of this set up is that it is easier for attendees to participate in discussion.

Theater/Lecture

Set up: Put the speaker on a podium (platform) on the long wall. Starting a minimum of 6 ft back, the audience (with chairs only) are lined up facing the speaker. These rows can be straight if the rows do not exceed 25, exceeding this the chairs should be set preferably in a semi-circle or the outside rows Herringbone style (angled to the front).

There should be no more than 10 chairs in a row before an aisle. Provide adequate space between rows for attendees to be able to move in and out without disturbing others.

This set up is for maximizing the utilization of space. It is used for presentations by speakers, watching audio-visual presentations. It should NOT be used when copious notes are expected or where food is involved.

Rear Screen Projection

This set up can be either Theater or Classroom, dependent on whether note taking is required. The set up of the rear screen depends on the shape of the room. if the room is oblong the rear screen can be set up on the narrow wall; if the room is square the ideal for best use of space is that the rear screen should be set in the corner; this set up requires the tables and/or chairs to be at 45 degrees to the walls so that they directly face the screen.