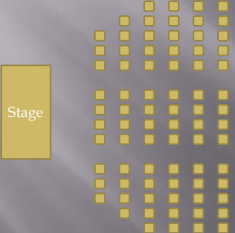


FUNCTION ROOM SETUPS

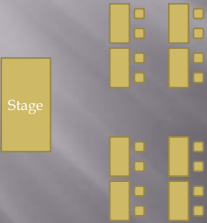
SGMP Central Florida Chapter
January 17, 2008

Theatre Setup



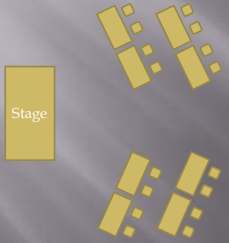
- Seats are in rows facing the stage area, no tables.
- Benefits:
 - Perfect for shorter presentations, seminars, lectures and Q&A's
 - Best suited for presentations that require more elaborate A/V technology
- Best Meeting Uses:
 - Teaching/Training
 - Lecture/Presentation
 - Team Building
 - Executive Presentation
 - Seminar
 - Workshop

Classroom Setup



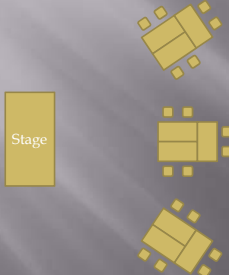
- Rows of tables with chairs face the front of a room and each person has a space for writing or using a computer.
- Benefits:
 - A classical approach for both large and small seminars and training programs where attendees need work space for notes
 - Lends itself to a Q&A session with the facilitator rather than interactive discussion between participants
- Best Meeting Uses:
 - Teaching/Training
 - Lecture/Presentation
 - Executive Presentation
 - Seminar

Chevron Setup



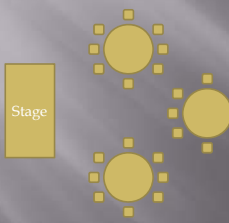
- Chairs are arranged in rows slanted in a V shape and separated by a center aisle. They face the head table or speaker.
- Benefits:
 - Productive large group setup with speaker as focal point
 - Increased eye contact between the group and the speaker
- Best Meeting Uses:
 - Teaching / Training
 - Lecture / Presentation
 - Discussions / Negotiations
 - Executive Presentation
 - Seminar
 - Conference

Clusters Setup



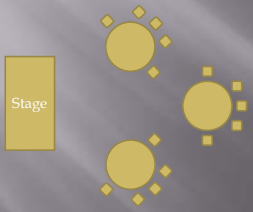
- Groups of interconnected rectangular tables
- Benefits:
 - Maximize working sessions, collaboration and group participation
 - Tables are angled so that no back is facing the main speaker
- Best Meeting Uses:
 - Teaching & Training
 - Lecture Presentation
 - Team Building
 - Discussions / Negotiations
 - Seminars
 - Workshop
 - Brainstorming

Rounds Setup



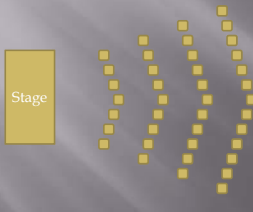
- Round tables arranged to maximize seating requirements for a variety of purposes.
- Benefits:
 - Ideal for meal-centered meetings and banquets encouraging business and socialization for any size group
 - Less elbow room than a cluster
- Best Meeting Uses:
 - Meeting w/ meal

Crescent Rounds Setup




- Round tables arranged to maximize seating requirements for a variety of purposes.
- Benefits:
 - Ideal for meal-centered meetings and banquets encouraging business and socialization for any size group
 - No back is facing the speaker
 - Less elbow room than a cluster
- Best Meeting Uses:
 - Meeting w/ meal

AmphiTheatre Setup



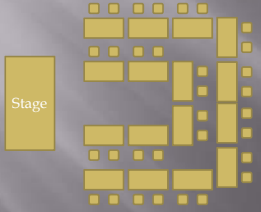
- Seats are in rows facing the stage area, no tables.
- Benefits:
 - Perfect for shorter presentations, seminars, lectures and Q&A's
 - Best suited for presentations that require more elaborate A/V technology
- Best Meeting Uses:
 - Teaching/Training
 - Lecture/Presentation
 - Executive Presentation
 - Seminar
 - Workshop

U-Shape Setup



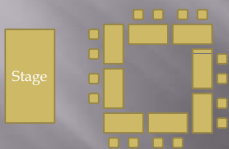
- Series of tables set up in the shape of the letter U with chairs set all around on one or both sides.
- Benefits:
 - Promotes an open forum for smaller groups of up to 40 people
 - All participants are able to make direct eye contact with one another
- Best Meeting Uses:
 - Teaching/Training
 - Meeting w/ Meal
 - Discussion/Negotiations
 - Team Building
 - Conference/Exchange
 - Brainstorming

Double U Setup



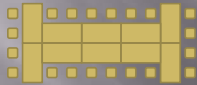
- Two U shaped tables are set up with chairs.
- Benefits:
 - Can accommodate more people than U-shape set up
 - Participants can face one another enabling a lively discussion of ideas in this structured setting
- Best Meeting Uses:
 - Teaching/ Training
 - Discussion/Negotiations
 - Team Building
 - Conference/Exchange

Hollow-Square Setup



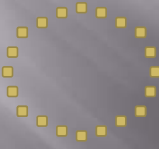
- Tables set in a square (or rectangle) with chairs placed around the outside of the table. Center (inside) table is hollow.
- Benefits:
 - Facilitates group discussions and brainstorming but can also accommodate the agendas of multiple speakers
 - Works for both small and mid-size groups utilizing various technology
- Best Meeting Uses:
 - Board Meeting
 - Discussion/Negotiations
 - Team Building
 - Conference/Exchange
 - Brainstorming

Conference Setup



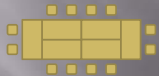
- Rectangular or oval tables are set up with chairs placed around all sides.
- Benefits:
 - Best for smaller meetings where the focus is on the participants themselves as in team building
 - Layout encourages a communicative and professional setting
 - Ample room for teleconferencing and visual presentations
- Best Meeting Uses:
 - Board Meeting
 - Discussion/Negotiations
 - Team Building
 - Conference/Exchange
 - Brainstorming

Circle of Chairs Setup



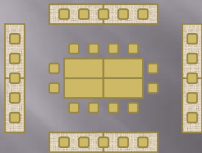
- Chairs aligned in a circular pattern without any tables in between
- Benefits:
 - A highly informal setting that facilitates lively discussion, interactive presentations and brainstorming between smaller groups of participants for brief intervals
 - Focus is on discussion with no work space or many technology requirements
- Best Meeting Uses:
 - Workshop
 - Discussion/Negotiations
 - Team Building
 - Brainstorming

Boardroom Setup



- Rectangle or oval shaped tables are set up with chairs on both sides and ends.
- Benefits:
 - A formal executive level set-up designed for meeting with one primary facilitator
 - Good space for a comfortable working session, as well as food and beverage
 - Ample room for teleconferencing and visual presentations
- Best Meeting Uses:
 - Board Meeting
 - Lecture/Presentation
 - Executive Presentations
 - Conference/Exchange
 - Brainstorming

Two-Tiered Setup



- Rectangle or oval shaped tables are set up with chairs on both sides and ends in the center. A second row of seats on low risers is set around the conference-style setup.
- Benefits:
 - Presumes that the inner group is the equivalent of an executive committee or board
 - Offers more seating than the conference setup
- Best Meeting Uses:
 - Board Meeting
 - Executive Presentations
 - Conference/Exchange
 - Brainstorming

Function Room Space Requirements

| Setup Style | Space per person | Notes |
|--------------------------|----------------------|--|
| Reception | 9 to 10 square feet | If you have a reception with entertainment, décor and many food stations, or if you wish to have seating at your reception, DO NOT USE these numbers. The space shown per person is for a standard bar with hors d'oeuvres (not dinner). |
| Theater 60-300 people | 11 to 12 square feet | Allows at least 24 inches of space between rows. Most facilities only provide 20 inches between rows, which is insufficient |
| Schoolroom | 17 to 22 square feet | Allows for use of rectangular tables that are 6 or 8 feet long and 18 inches wide, with 2 feet per person and 3.5 feet between tables as the minimum for a comfortable set. Beware of sets with 3 feet or less between tables - too tight! |

Banquet Seating Space Requirements

| Table diameter | Number of people per table | | |
|----------------|--|--|--|
| | Comfortable | Maximum | Too Tight* |
| 60-inch | 8 people 13.5 square feet per person | 9 people 12.5 square feet per person | 10 people 11.5 square feet per person |
| 66-inch | 9 people 13.5 square feet per person | 10 people 12.5 square feet per person | 11 people 11.5 square feet per person |
| 72-inch | 10 people 13.5 square feet per person | 11 people 12.5 square feet per person | 12 people 11.5 square feet per person |

* When you put this many people at a table, two problems occur: the chairs touch each other (side to side) before they are fully under the table; and each guest gets only 18 inches of table space, which is too little for comfort

Room Setup Principles

1. Set to the long side of the room when reasonable

- ❑ If your room is rectangular, put the presenter on the long side. This places more of the general audience closer to the presentation.
- ❑ When you place the presenter on the long side of the room, do not place seating at an angle of less than 22 degrees to the screen.
- ❑ For rear screen projection, you may have to set up your staging on the short side, since a good deal of space will be lost behind the screen.
- ❑ If you are short on space, you will have to set the room with the presenter on the short side, since that set is considerably more space efficient.

Room Setup Principles

2. Minimize straight-row seating.

- ❑ Use semi-circle or herringbone (V-shape) seating whenever possible in theater and schoolroom sets.
- ❑ Straight-row seating can restrict attendee contact and view of the presentation.
- ❑ The ultimate measure of seating for learning, comfort and view, when minimal audience interaction is required, is to be able to look straight ahead at the presentation – this is best accomplished in a semi-circle set.

Room Setup Principles

3. Avoid center aisles.

- ❑ The center area has the best viewing and should be reserved for seating when possible.
- ❑ there will certainly be times when a center aisle is necessary to support part of the programming (marching band, entertainers or others entering or leaving the meeting room).

DISCUSSION/QUESTIONS

Thanks for coming!
