

# Facilities Event Support Set-Ups

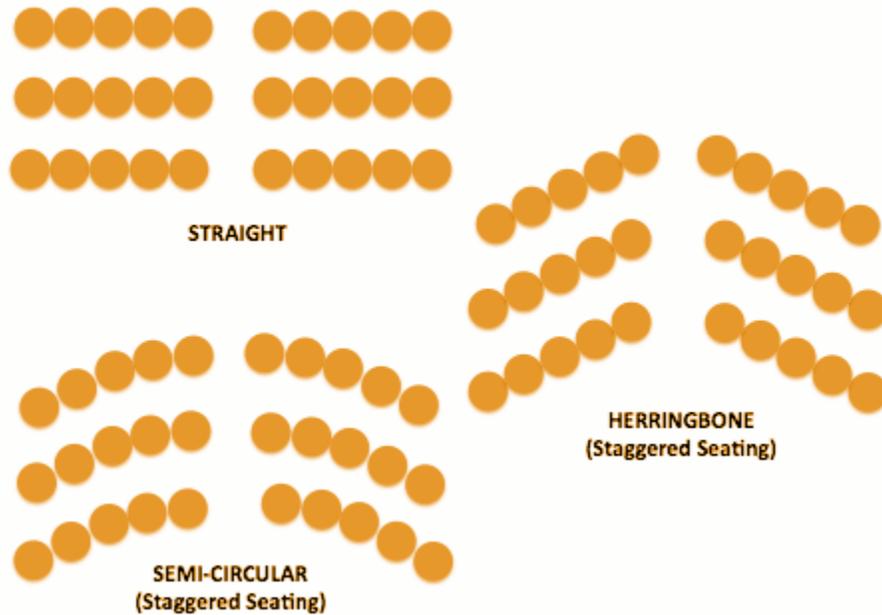
# 2018

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Standard room configurations for events—Office of Facilities Planning  
& Management, Southern Methodist University

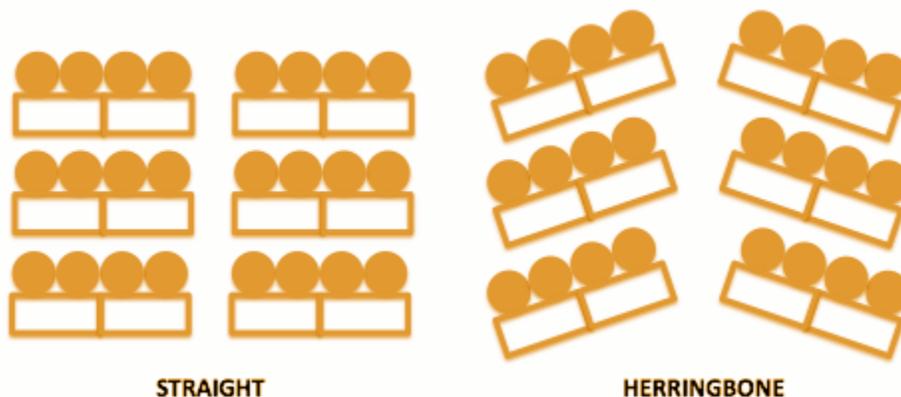
## 1. Theater/Auditorium

A theatre layout is great for presentations, conferences or events where extensive note-taking is not necessary for attendees. This seating style mimics the seating structure you find in a theater, where chairs are lined up in rows to face the speaker along with aisles for easier access. There are a variety of ways the rows can be setup including straight-horizontal, herringbone or semi-circular.



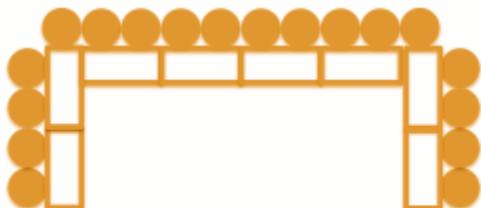
## 2. Classroom

Similar to theater, a classroom layout involves creating aisles and rows that face the speaker, but also includes the addition of tables. This type of configuration is great for longer meetings such as training meetings, breakout sessions, and lectures where attendees must refer to materials, take notes, or use their laptop.



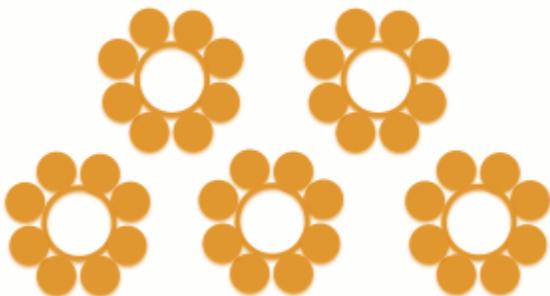
### 3. U-Shaped

As suggested by its name, this room layout involves configuring rectangular tables into the shape of the letter U with chairs positioned around the outside facing inwards to create a presentation area in the center. With ample space to move around the center area, a presenter can easily engage participants. This seating is best used for events with relatively small groups where the attendees are expected to participate by interacting among themselves and/or with the presenter.



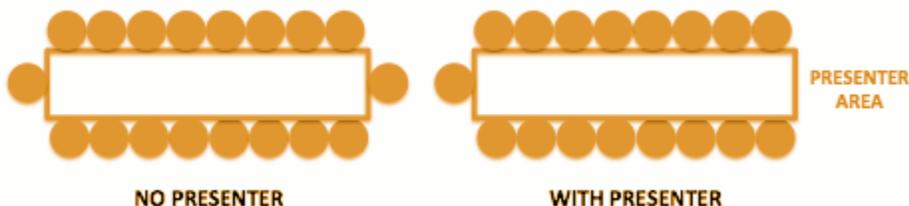
### 4. Banquet

A banquet layout is ideal for more formal events such as weddings, galas or corporate holiday parties where attendees are mainly seated for dining purposes. This room layout is similar to a round dinner table, with guests seated around the circumference of the table facing inwards. As half the guests would have their back to a stage, it is best used when speakers are not the main focus of the event or have limited time on stage.



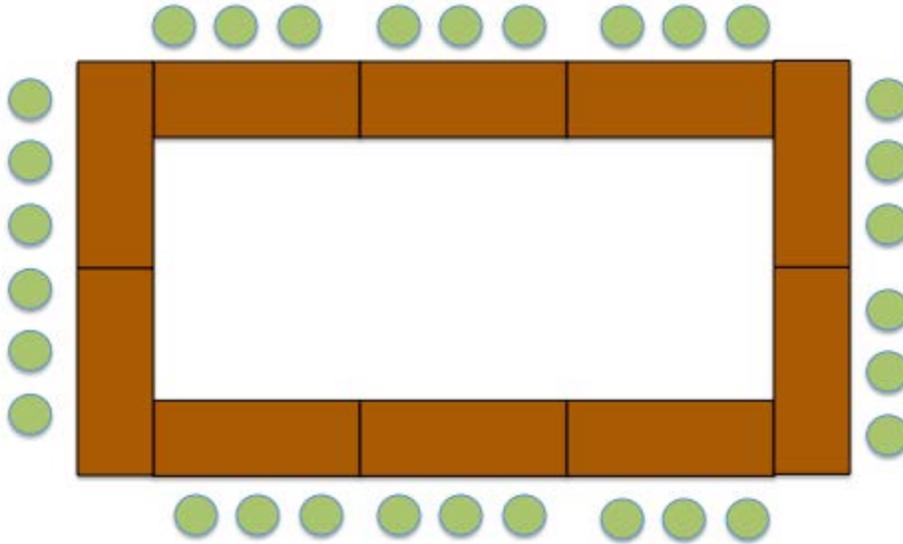
### 5. Conference

A classic meeting room layout involving a larger, elongated conference table, where attendees are either seated on all four sides of the table, or on only three sides when a presenter is required. This room layout is best for smaller, more intimate meetings.



## 6. Hollow Square

A Hollow square works well for meetings with a large number of participants, and you want all of the participants facing each other.



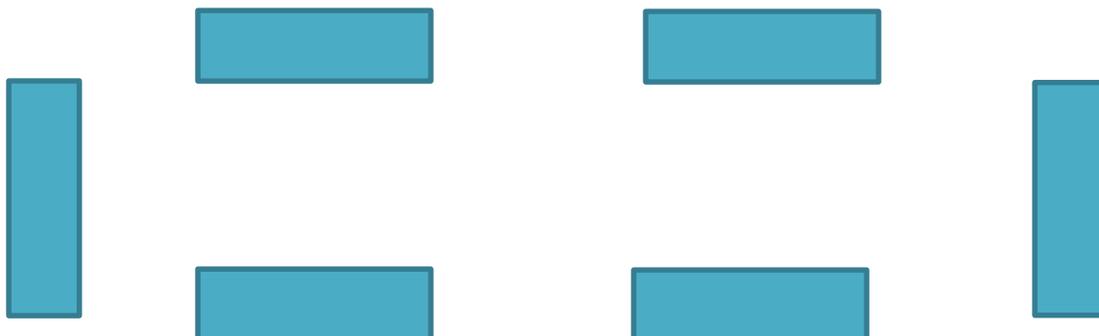
## 7. Reception

Commonly used for networking or mingling events where the main focus is on guest interaction. This configuration is typically less structured and the use of chairs is minimal to encourage guests to walk around and network. A standard reception set-up involves 30" round tables that are 42" tall called "high-top", "cruiser" or "standing" tables. These are perching tables so chairs are not required, however bar stools can be added for additional seating if needed.



## 8. Fair

This type of setting is customary for career fairs, exhibits, or registration events.



## **Things to Consider**

- Keep in mind that the addition of tables will reduce the overall seating capacity of a room; be aware of your room's dimensions.
- Know your attendees—for executives and VIPS, you may want to opt for more comfortable leather seats.
- Standard round tables will accommodate 7-8 people
- Consider accessibility to seats. Avoid excessively long table set-ups and consider using table breaks to give attendees easier access to their seats.
- If you have extra space at your event, consider a lounge area with couches and ottomans for a more relaxed atmosphere. If space is limited, consider long rectangular bar height or standard height tables placed around the perimeter of the room.
- If food and beverages are served, having a small number of seated tables is a good idea so attendees are able to sit down and eat.

## **Things to Remember**

- Facilities Event Support does not provide tables, chairs, or linens.
- If tables and chairs are in a secure area, someone from your department must be on site to provide access to the Event Support team.