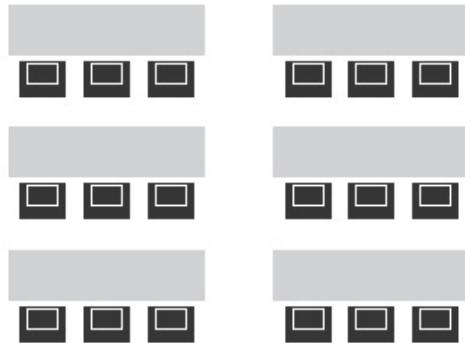# Room Set-up Options

Please select your room set-up option below.
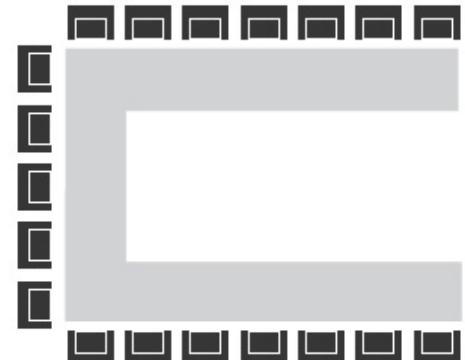
CLASSROOM ☐

Ideal for groups that do not have much discussion but have a need to take notes.
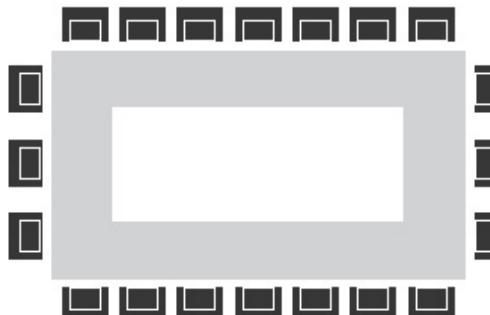
CONFERENCE ☐

Ideal for groups under 20, with heavy discussion and a need to write or refer to materials.
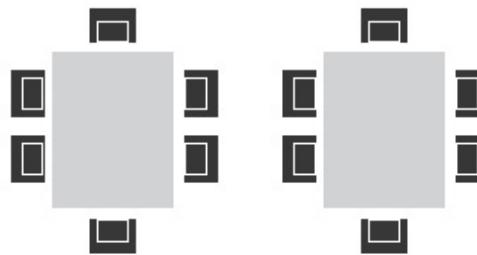
U SHAPE ☐

Ideal for groups under 30, with a designated speaker, heavy discussion, and a need to write or refer to materials.

HOLLOW SQUARE ☐

Ideal for groups under 40, with heavy discussion and a need to write or refer to materials.

MEETING SQUARES ☐

Ideal for any size group that needs to break into smaller groups.

THEATER ☐

Ideal for any size group that does not have much discussion or does not need to refer to materials.

Is a podium needed?	Yes	No
Is a table needed up front for the speaker?	Yes	No
Is a microphone needed?	Yes	No ☐

How many screens will be needed?	One	Both
Are food table(s) needed?	Yes	No
Will IT staff be needed to assist in the use of technology equipment?	Yes ☐	No

If a walk-through is needed, please provide a contact name and phone number to set up a time to meet with one of our technicians before your event.

Name_____   Phone Number _____