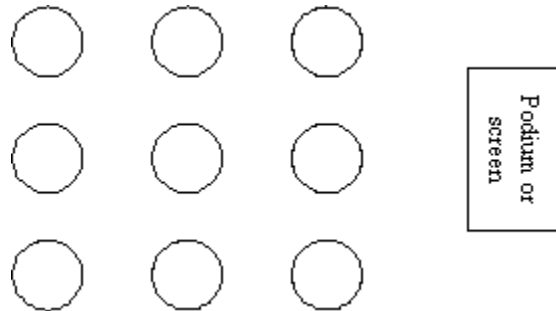


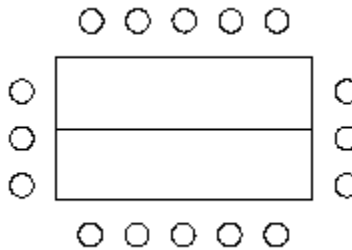
## Seating Styles & Room Set-Ups

**As-is:** indicates that the room will remain either in the current, permanent set-up of that specific room or a set-up from an event previously held in that room.

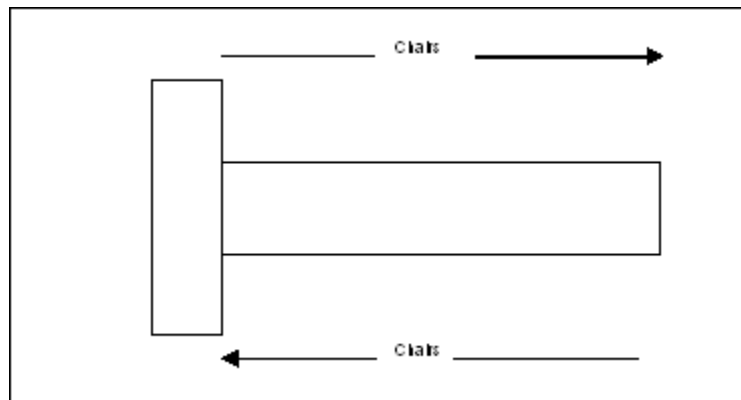
**Banquet:** round tables for dining and/or work space during long meetings, seating between 8-10 people.



**Conference:** used for groups of 20 people or less. Usually two rectangular tables placed side by side to function as one large table.

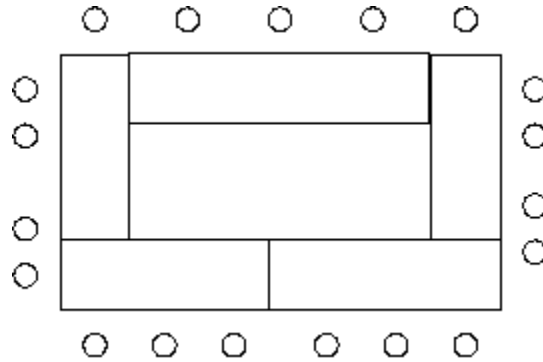


**Reception:** A "T-Shape" reception style with one long skirted table in the middle of the room for decorations/floral arrangements, and an additional table for refreshments. There are few tables and chairs, which allows for greater capacity. Can also set up in a traditional reception style (one table in center of the room, one along the wall) if requested.

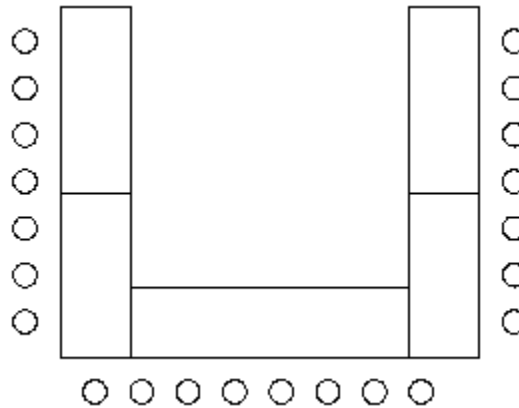


**Regular:** used only for room (such as Kostka or Faculty-Staff Dining Room) where tables and chairs are arranged in a fashion that does not fit into any other setup type. If not formal set-up is requested in these rooms, "Regular" seating style should be entered.

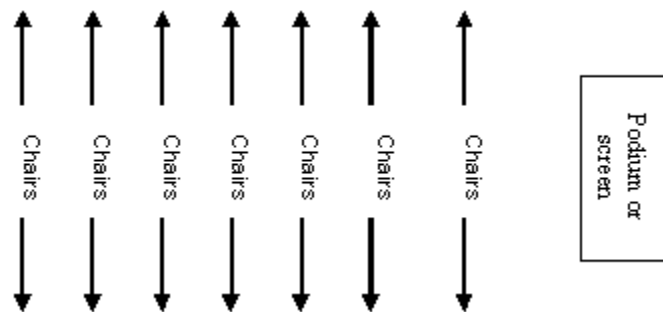
**Square:** enclosed, hollow, square that is useful for discussions. Not recommended for presentations.



**U-shape:** best for presentations for groups under 30 people. Tables are placed in a U-Shape surrounded by chairs on the outside.



**Theatre Style:** Also referred to as auditorium or lecture-style seating. Rooms can be setup theatre style with rows of chairs facing a podium, head table, or screen.



**\*\*You must submit a room diagram for any setup request that does fit any of these traditional setup types.**