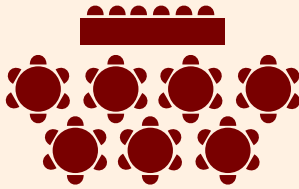


Banquet

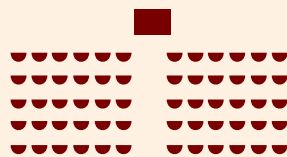
Round tables with 8 or 10 chairs set around them. May or may not have staging and/or a head table. Used for meal functions.



Two to four chairs may be removed so that no one's back faces the front of the room; this is called Half-Moon or Crescent Rounds. This arrangement is more conducive to functions with extensive programs, but will seat fewer attendees.

Theater

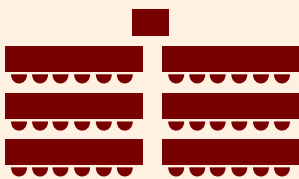
Rows of chairs facing the front of the room, usually with a center aisle. Standard set up for sessions that do not



require extensive note-taking. Maximizes room occupancy, but is not recommended when food is being served.

Classroom

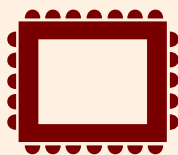
Rows of tables with chairs facing the front of the room, usually with a center aisle.



More comfortable than theater-style seating for longer sessions, but allows for fewer attendees. Useful when presenters distribute materials, attendees have laptops or workbooks, and when food and beverages are being served.

Hollow Square

Rectangular tables placed end to end to form a square (or rectangle) with chairs placed around the outside. Facilitates communication within the group when there is no presenter. One side of the square may be left open for a U-shape. U-shape is more useful if there is a presenter. Tables may be arranged with no hollow space in the middle for smaller groups. This is called Conference or Boardroom.



Room Size square feet	Banquet		Theater	Classroom Straight		Reception	Hollow Square
	60" Round 8 person	72" Round 10 person		18" Tables	30" Tables		
250	16	20	27	15	12	26	
300	24	20	33	21	15	32	10
350	24	20	38	24	18	37	10
400	32	30	44	27	21	42	12
500	40	40	55	33	27	53	14
550	40	40	61	36	30	58	14
600	48	50	66	39	33	63	14
700	56	50	77	48	39	74	16
800	64	60	88	54	45	84	18
900	72	70	100	60	51	95	20
1000	80	80	111	69	57	105	24
1100	88	90	122	75	63	116	30
1200	96	100	133	81	69	126	32
1300	104	100	144	90	72	137	36
1400	112	110	155	96	78	147	38
1500	120	120	166	102	84	158	40
1600	128	130	177	108	90	168	42
1700	136	140	188	117	96	179	46
1800	144	150	200	123	102	189	48
1900	152	150	211	129	108	200	50
2000	160	160	222	138	114	211	52
2100	168	170	233	144	120	221	52
2200	176	180	244	150	126	232	
2300	184	190	255	159	129	242	
2400	200	200	266	165	135	253	
2500	208	200	277	171	141	263	
2600	216	210	288	177	147	274	
2700	224	220	300	186	153	284	
2800	232	230	311	192	159	295	
2900	240	240	322	198	165	305	
3000	248	250	333	207	171	316	
3200	264	260	355	219	183	337	
3400	280	280	377	234	192	358	
3600	296	300	400	246	204	379	
3800	312	310	422	261	216	400	
4000	328	330	444	276	228	421	
4300	352	350	477	297	246	453	
4600	376	380	511	315	261	484	
4900	408	400	544	336	279	516	
5200	432	430	577	357	297	547	
5500	456	450	611	378	312	579	
6100	504	500	677	420	348	642	
6400	528	530	711	441	363	674	

Note: This grid should be used as a guideline only. Exact room capacity will depend on each individual property and considerations such as the actual shape of the room, obstructing columns, stages, audiovisual needs, number of exits and local regulations.