



Room Set Guide

Auditorium

- Best used for a lecture or speaker centered event
 - Standard - Chairs facing front of auditorium
 - Chevron - Chairs angled toward center stage

Hollow Square

- Best used for informal meetings or group discussions
 - Conference tables and chairs (4 at each table) in a closed square
 - Food cannot be served on conference tables with the exception of boxed lunches

U-Shape

- Best used for events where an individual will be presenting to a small group
 - Conference tables and chairs (max. 4 at each table) with an open end
 - Food cannot be served on conference tables with the exception of boxed lunches

Banquet

- Best used for events with meals
 - 6ft round tables in Honeycutt (max. 10 chairs); white table cloths are required (requested under Internal Catering: Miscellaneous- 91 x 91)
 - 5ft round tables in Legacy (max. 8 chairs); white table cloths are required (requested under Internal Catering: Miscellaneous- 85 x 85)
 - Buffet tables are necessary for all events where food will be served with the exception of plated meals; table cloths and skirting are required (requested under Internal Catering: Miscellaneous- 114 x 52 and Internal Catering: Miscellaneous-Skirting)
 - 8ft banquet tables are used in Honeycutt
 - 6ft banquet tables are used in Legacy
 - Standard Buffet Setup: 8ft banquet table, round, 8ft banquet table

Banquet Crescent

- Best used for events with meals and speakers
 - 6ft round tables in Honeycutt (max. 6 chairs); white table cloths are required (requested under Internal Catering: Miscellaneous- 91 x 91)
 - 5ft round tables in Legacy (max. 4 chairs); white table cloths are required (requested under Internal Catering: Miscellaneous- 85 x 85)
 - Buffet tables are necessary for all events where food will be served with the exception of plated meals; table cloths and skirting are required (requested under Internal Catering: Miscellaneous- 114 x 52 and Internal Catering: Miscellaneous-Skirting)



Room Set Guide

Classroom Set

- Best used for classes or lectures
 - Conference tables and chairs (max. 4 at each table) facing front of room
 - Food cannot be served on conference tables with the exception of boxed lunches

Considerations

Stages

- Heritage Hall, Legacy 303, Alumni Chapel, Heeren Hall and Ingram Hall have stage capabilities
- Please specify whether your event needs no stage, half stage, full stage, or stage extension (Note: in some spaces the stage cannot be fully broken down).

Lecterns

- Glass, steel, and wood lecterns are available
- Please specify whether a microphone is needed (requested under Event Media: Microphone - Lectern)

Panel Discussions

- Black wingback chairs
- Stools (with back or backless)
- Stage side tables

Tables

- A banquet table and chairs can be requested for things such as:
 - Registration table
 - Giveaway table
 - Display table

If you have any questions regarding what room set would be best for your event or additional set-up needs, contact your coordinator.