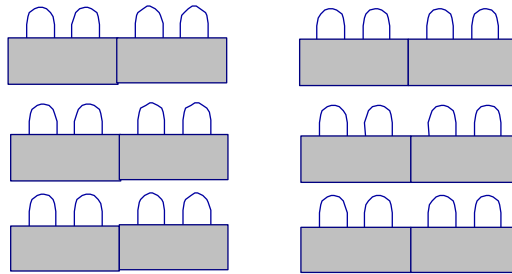


Penn State Hospitality Services

Function Room Setup Styles-Page 1

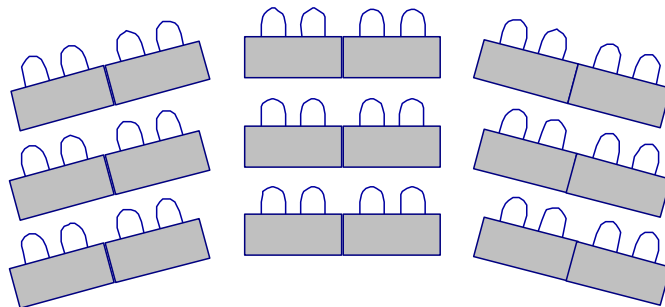
Classroom Style:

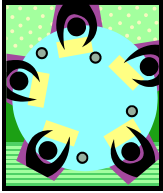
Rows of tables with chairs behind. Allows attendees to take notes while listening to lecture style presentation. All attendees have good visual line to audio visual presentations. Limits the interaction between attendees. (Formerly called “schoolroom”.)



Chevron Style:

Same as “Classroom Style” with angled tables.



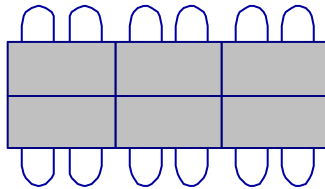


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Function Room Setup Styles-Page 2

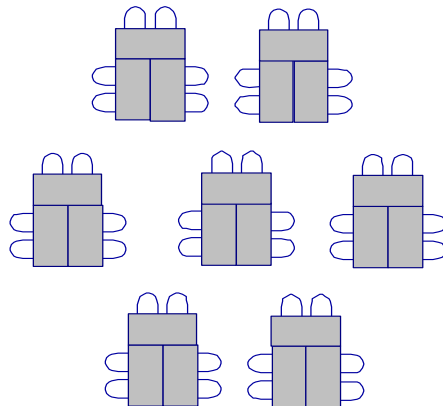
Conference:

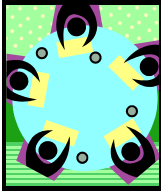
For small groups that require a lot of interaction like committees, boards, breakouts, etc. If the number of people scheduled for this setup exceeds 14, it is suggested to change to a hollow square setup for better lines of vision for all participants.



Clusters:

Clusters can be of varying amounts. The cluster setup is good for programs in which there is a lot of group work with the same groups throughout the day as well as facilitator interaction with the groups. When viewing the presenter and/or audio visual displays, some attendees' backs are to the front of the room.



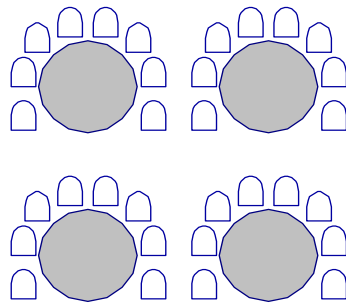


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Function Room Setup Styles-Page 3

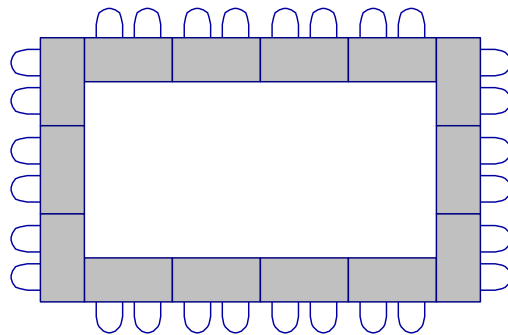
Crescent Rounds:

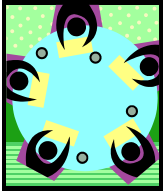
Round banquet tables with chairs around half to three quarters of the table, facing the front. Used for meetings where interaction and note taking are essential. All attendees have full view of the facilitator and the audio visuals. Also good to use when the same room is booked for a meeting and meal with little turn time in between.



Hollow Square:

Works for group meetings with frequent interaction. Not good when there is one main speaker and audio visuals. Allows for note taking as well.



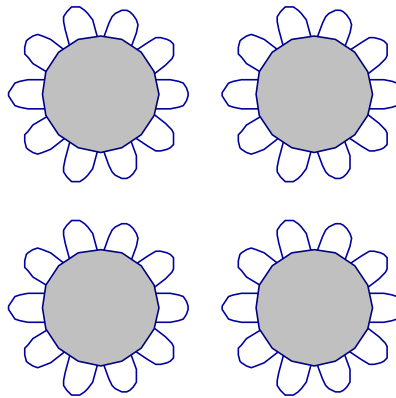


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Function Room Setup Styles-Page 4

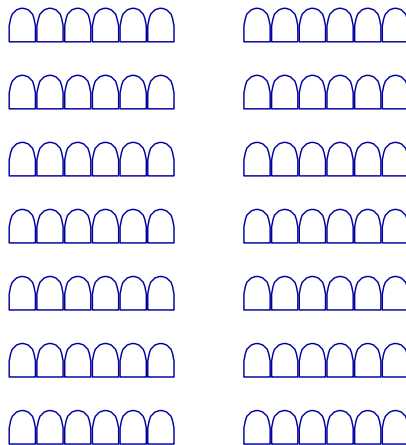
Rounds of ____:

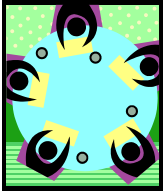
Mainly used for food functions and normally seat between 8 and 12 people, the optimum for maximizing room sets and still allowing ample dining space is 10 people. (Formerly called 'Banquet' setup.)



Theatre Style:

A setup with just chairs, also called 'auditorium' seating. Maximizes the number of people that can be accommodated in a room. Does not allow for easy note taking.





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Function Room Setup Styles-Page 5

U-Shape:

Works well for group interaction and meetings with audio visuals. If your U-Shape setup exceeds 34 people, you may want to consider sound enhancement for the participants because the “U” will be so large.

