

## Space Requirements

To choose a facility, you will need to know how much physical space will be required. Once a preliminary agenda has been set, the number of rooms required for the event can be estimated. For example, if you are organizing a convention, is exhibit space required? In addition to meeting rooms will you need breakout rooms, special lounge areas, hospitality rooms or spouse/guest/children program rooms?

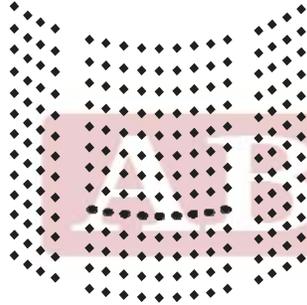
You can get **free professional advice** by speaking with staff in the sales or catering offices of venues you are considering using. They are experts on planning events in their facilities, and they can advise you on how much space you will need, based on the planned activities and number of participants. When you speak with them, it can help to know what types of room set-ups you prefer. Sample room set-ups appear on the next page.

# Room Set-Ups

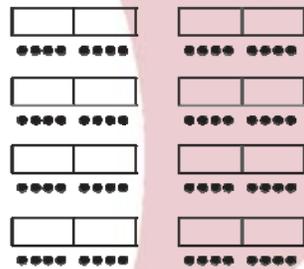
.com Guide to Become an Event Planner

## THEATER STYLE

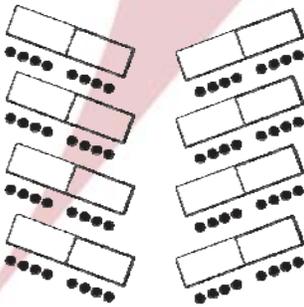
This set-up is rows of chairs without tables. It is not good for note-taking. Avoid putting chairs right next to each other, and make sure there's enough room between rows for people to get in and out easily. Put chairs into a semi-circle or chevron set-up to create a greater connection among participants and with the presenter.



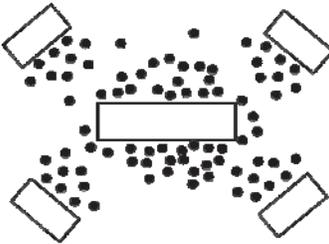
**CLASSROOM STYLE** Sometimes referred to as "schoolroom style," this set-up involves rows of tables and chairs. Depending on the number of participants and the length of the table, there may be 2 to 4 people seated at each table. Make sure people have elbow room and room for writing, if needed.



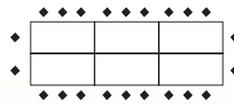
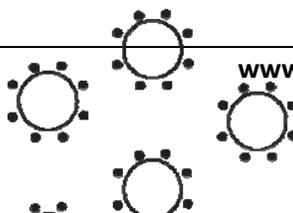
**CHEVRON** Also known as "herringbone style" or "v-shaped," this set-up involves angling tables towards the front of the room. This creates more eye contact and a greater connection among the group.



**RECEPTIONS** For large receptions, you can minimize line-ups and crowding by putting several "stations" for food or drinks in different parts



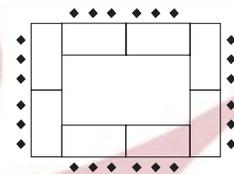
**BANQUET** Banquets are best arranged with round tables seating 6 to 10 at each table. (A similar



set-up, known as "cluster"

is good for meetings that involve a lot of interacting in small groups.) Avoid long tables at banquets unless it's absolutely necessary because it reduces the opportunity

for informal interaction.

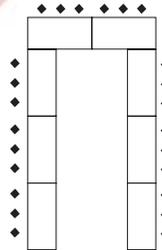


## BOARD OF DIRECTORS

This common set-up for small meetings. Avoid long rows of tables which make it difficult for participants to see everyone else.

## HOLLOW SQUARE

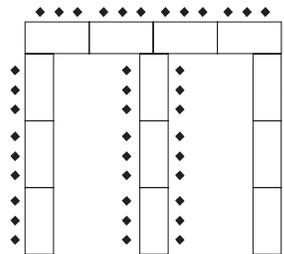
This is a good set-up for small meetings. It allows greater eye contact with other participants than a long table, but is not good for showing audio-visuals.



## HORSESHOE

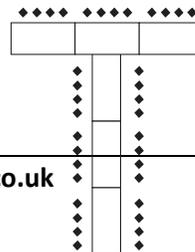
Also known as "U-shape," this set-up works well with small

groups of 24 or fewer. Participants can see everyone else, and the presenter can move freely throughout the room.



## E-SHAPE

This set-up is a variation on the U-shape, which is commonly



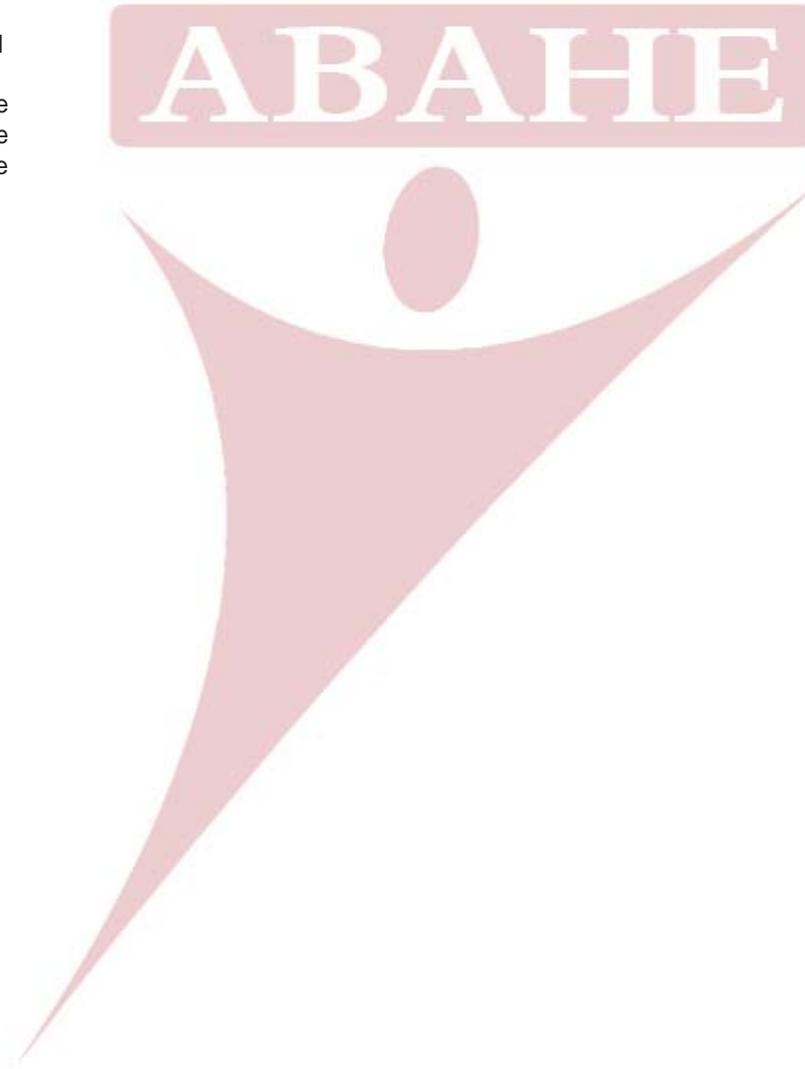
used to accommodate more people. However, it does not allow everyone to easily see

all the other participants.

#### T-SHAPE

This set-up is sometimes used

for small meetings. If more work space is needed, the center row can be double tables.



## Helpful Hints for Evaluating Space Needs

- A room laid out in **theater style** (chairs only), will allow you to fit at least twice as many people into a room as **classroom style** (tables and chairs). For theater styles choose a room that allows about 10 square feet per participant. For classroom style, the room should have about 20 square feet per participant (e.g. a 600 square foot room for 30 people).
- Allow 5 to 10 square feet per person for stand-up **receptions**. Make sure to have tables arranged around the room for people to deposit empty drink glasses and dishes. Also include space for bars and bartenders away from entrance and exit area.
- **Banquet** rooms should allow for 10 square feet per person (not including head tables and dance floors, if necessary). Allow space for food service areas and clear pathways for food servers.

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