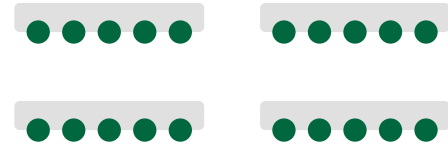
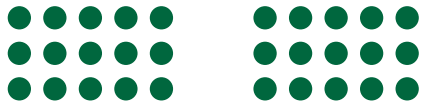


Meeting Room Set-up Styles

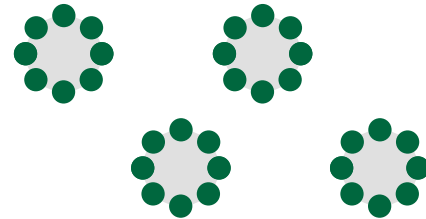
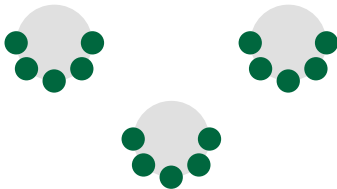


Theater

Rows of chairs (no tables) arranged with all participants facing towards the front of the room

Classroom

Rows of tables arranged with all participants facing towards the front of the room



Crescent (Half) Rounds

Seating around half of the table so all participants are facing the front with no one's back to the presenter

**ideal for groups that include meal service in the same room*

Banquet Rounds

Round tables arranged throughout the room. Participants are seated around the entire perimeter of each table

**ideal for groups that include meal service in the same room*



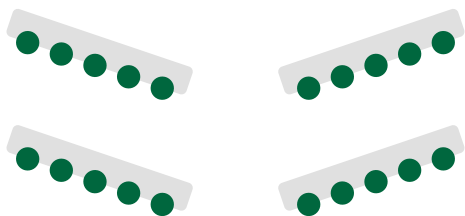
U-Shape

Tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

Hollow Square

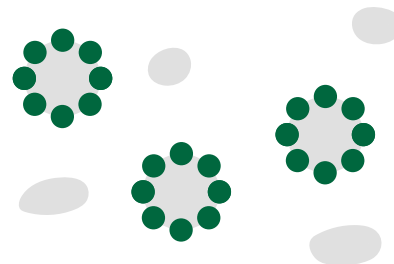
Tables are arranged in a square with chairs along the outside facing an empty center

Meeting Room Set-up Styles



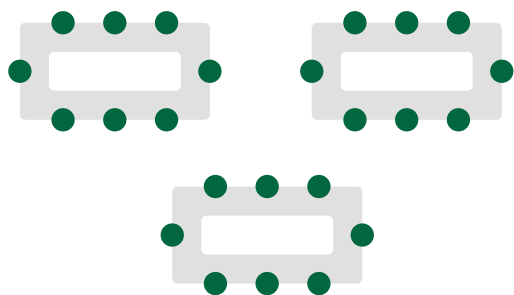
Chevron

Rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.



Reception

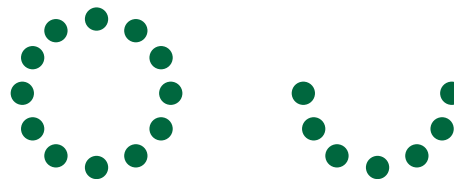
A combination of round tables and smaller cocktail tables neatly arranged throughout the room



Team Tables / Clusters

Several conference style set-ups scattered throughout the room

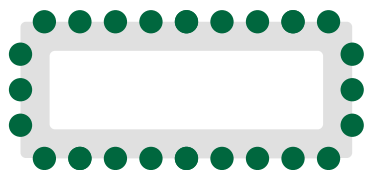
**appropriate for small work groups that need to meet in the same room at the same time*



Semi-Circle (or complete Circle)

A variant of the U-Shape, but without tables

**ideal for small to medium groups with a discussion or teaching format, where little or no writing is required and participation is encouraged*



Conference

Tables arranged together to create a single large table

Fort Worden

200 Battery Way, Port Townsend WA 98368

360 344 4400 extension 222

sales@fortworden.org

fortworden.org

f  