Here’s a helpful reference guide to the different kinds of meeting room setup options.

**Classroom**
Rows of tables with chairs facing the front of a room (and usually a speaker), providing writing space for each person.

![Classroom Setup Diagram]

**Conference (also known as Boardroom)**
A rectangular or oval table set up with chairs around all sides and ends.

![Conference Setup Diagram]
Hollow Square
Tables arranged in a square (or rectangle), leaving the center open. Chairs are placed around the outside of the tables.

Reception (also known as Cocktail)
Small, round cocktail/reception tables with chairs.
Meeting Room Setup Guide

**Rounds (also known as Banquet Rounds)**
A group of round tables, each seating 6-10 people, set to facilitate serving food, usually in a hexagonal or square pattern.
Options include:
- **Rounds of 6**: 6 people per table
- **Rounds of 8**: 8 people per table
- **Rounds of 10**: 10 people per table

![Diagram of round tables set in a hexagonal or square pattern]

**Crescent Rounds or Half Rounds**
Ideal for formal lunches and dinners where there is a guest speaker.

![Diagram of crescent table setup]

Reference
Page 3 of 5
**Theater (also known as Auditorium)**  
Seats or chairs in rows facing a stage area, head table, or speaker.

![Theater Setup Diagram]

**U-Shape**  
A series of tables set in the shape of the letter U, with chairs around the outside.

![U-Shape Setup Diagram]
**Herringbone or Chevron**
The slightly angled seating arrangement makes this style popular for informal meetings.

**Exhibit Booth**
Displays booths set-up, typically used in large exhibition halls for multiple vendors.
Options include:
- **8x8**: uses 8-ft by 8-ft booths
- **8x10**: uses 8-ft by 10-ft booths
- **10x10**: uses 10-ft by 10-ft booths