Please specify desired set up and return to Office of Scheduling and Space Planning at least 5 working days before your event.

Check desired arrangement or Design Your Own
Room dimensions: 47’4” wide x 58’7” long

Restaurant Style 1

Restaurant Style 2

Theatre Style

Reception Style 1

Reception Style 2

Expo

Open Area

Herring Bone

Design Your Own

Special Instructions:

Drink Table: YES or NO
Food Table: YES or NO
Podium: YES or NO
Microphone: YES or NO
Sign-in Table: YES or NO Chairs
Head Table: YES or NO Tables