

# Meeting Room Set Up

**Meeting Room Info**

Room: \_\_\_\_\_

Manager: \_\_\_\_\_

**Other Comments**

**Two-aisle Auditorium Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Row: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Three-aisle Auditorium Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Row: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Theater Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Row: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Chevron Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Row: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**U Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Row: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Circle Style**

Room: \_\_\_\_\_

# of Chairs in Circle: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Board Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Chairs/Side: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Hollow-squared Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Chairs/Side: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Classroom Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Rows: \_\_\_\_\_ Chairs/Table: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)

**Craft Style**

Room: \_\_\_\_\_

# of Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_ Chairs/Table: \_\_\_\_\_

Row along the back wall: \_\_\_\_\_ (0 if no row)