

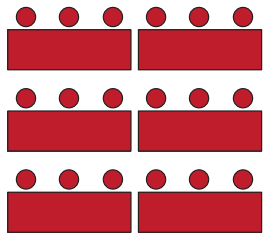
## checklist

## Meeting Seating

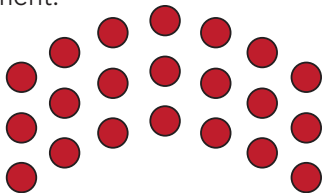
Determining the configuration of seating at a meeting is one of the most important decisions that will be made. Many meeting planners choose to leave seating up to guests, but the choices that are made in seating style often determine the overall effectiveness of the meeting.

There are several different styles of seating that can be used to accomplish the goals of the meeting or event. Prior to the event, meeting planners should consider the purpose of the event, number of guests and level of interaction that is desired. Once these items have been resolved, the appropriate seating style can be determined. The following are some of the most common types of seating and what type of event each is well-suited to accommodate.

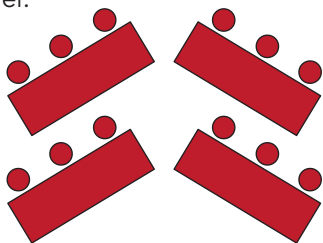
**Classroom Seating:** Compared to a schoolroom, this style of seating consists of tables and chairs. This is preferred when attendees need to take notes or spread out materials. It is important to specify how many people you want at each table to ensure that each attendee has enough room to participate in activities.



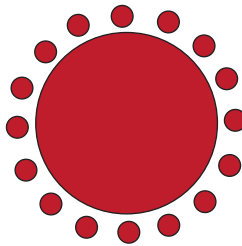
**Theater Seating:** Theater seating is considered the best way to maximize space, but does not lend itself to note taking or group interaction. It is ideal for events that feature staged entertainment.



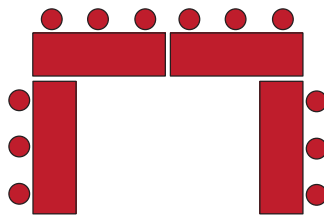
**Chevron Seating:** Chevron seating consists of tables and chairs arranged in a V-shape. This style of seating is often used to bring a group closer together.



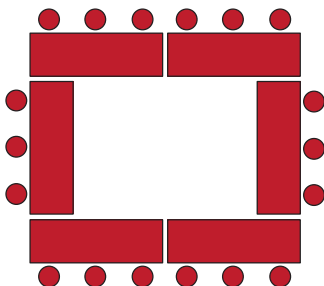
**Conference Seating:** Conference seating is applicable to groups of 30 or less. Attendees gather around one large table in this style.



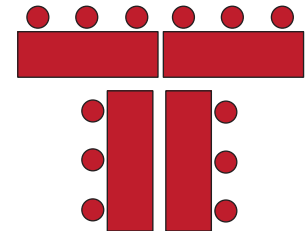
**U-Shape Seating:** This style of seating consists of three tables in a U-shape. Attendees are seated around the shape facing each other, but there is a space between the tables that can be used for presentations.



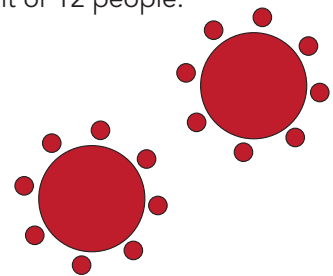
**Hollow Square Seating:** In this style of seating, banquet tables are placed end-to-end forming a rectangle or square that is hollow in the middle. Hollow square seating is ideal for groups of 30 or less.



**T-Shape Seating:** T-shape seating is another style that is geared toward smaller groups. In this style, banquet tables are arranged to form a large T, giving a sense of having a head table where presenters might be seated.



**Banquet Seating:** Banquet seating is almost always used at functions that include food. The standard banquet table is 60 or 72 inches and seats eight or 12 people.



**Crescent Seating:** Similar to banquet seating, but the chairs are placed around one-half of the table. The chairs all face the front of the room in this style of seating.

