

FUNCTION ROOM SET - UP



FUNCTION ROOM SELECTION

- The Factors of selection of proper Function Room:
 - Appearance : lighting, sound, colors, walls, Temperature, smell, visibility, layout
 - Location
 - Utilities
 - Amount of Floor Space



FUNCTION ROOM SET-UP

- The Factors of selection of proper Room Set-Up
 - Type of Function
 - Number of Guests
 - Style of Service
 - Table Locations
 - Table Sizes
 - Food and Beverage Station Locations
 - Head Table (s)



FUNCTION ROOM SET-UP (continued)

- Continued----
- Seating Mix
- Type of Dining Tables Used
- Aisle Space
- Preferred décor
- Exhibits
- Displays

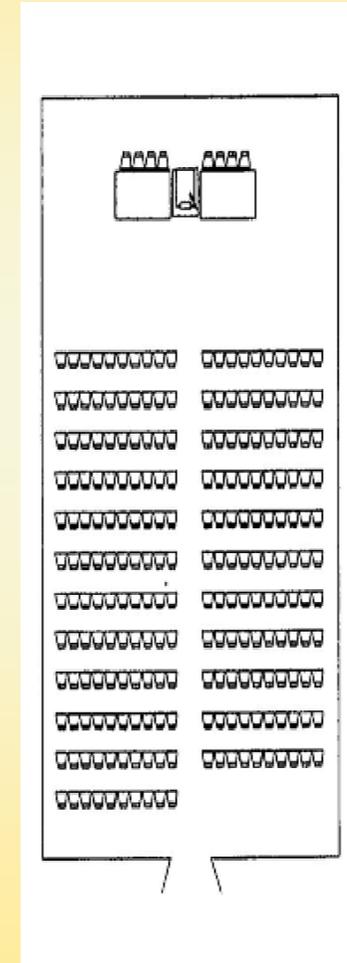


Function Room Setup Types

Theater Style

(Auditorium)

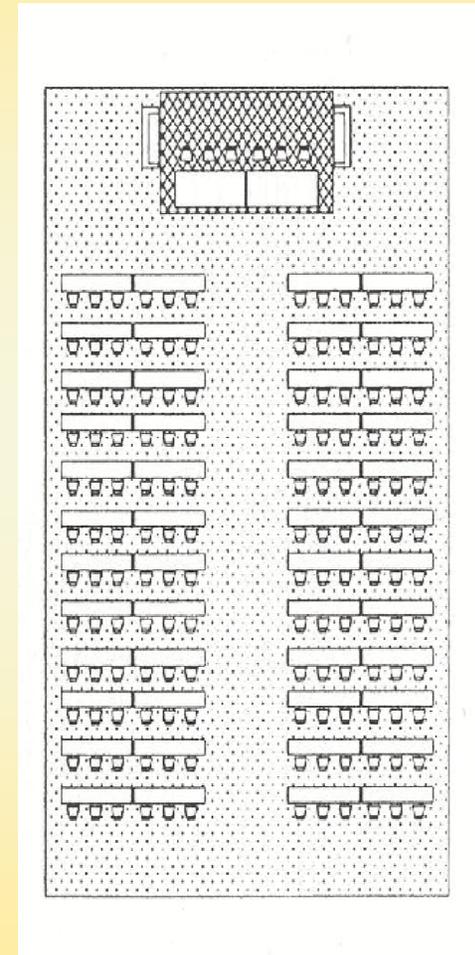
- Large group presentations when little audience participation
- Seats are in rows facing the stage area, no tables.
- Benefits: * Perfect for shorter presentations, seminars lectures and Q&A's
 - * Best suited for presentations that require more elaborate AV technology.
- Best Meeting Uses: * Teaching / Training
 - * Lecture / Presentation
 - * Team Building
 - * Seminar / Workshop



Schoolroom Style

(Conference Style)

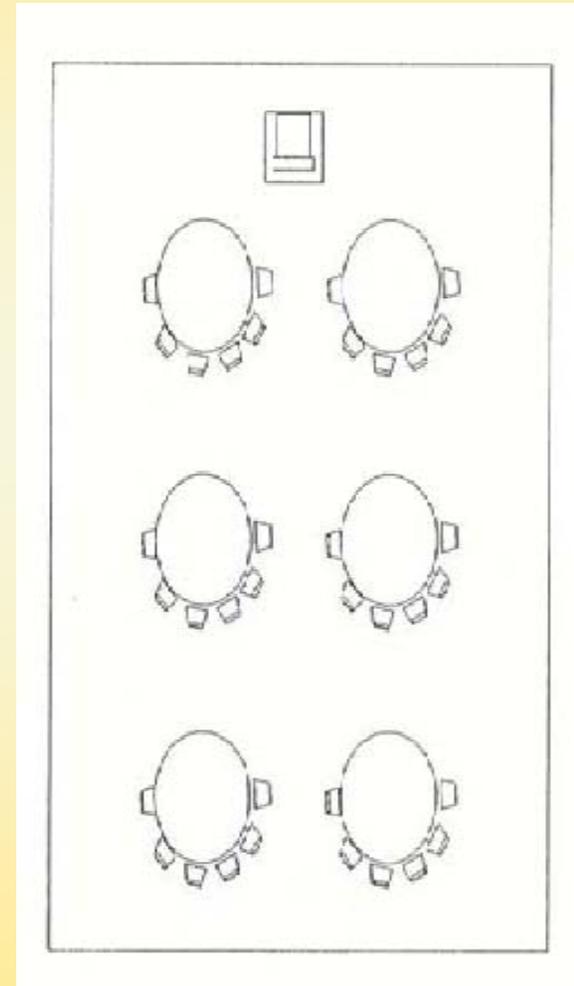
- A classical approach for both large and small seminars and training.
- Rows of tables with chairs face the front of a room and each person has a space for writing or using a computer.
- Benefits:
 - A classical approach for both large and small seminars and training programs where attendees need work space for notes.
 - Lends itself to a Q&A's session with the facilitator rather than interactive discussion between participants.
- Best Meeting Uses:
 - Teaching / Training
 - Lecture / Presentation



Crescent Rounds Setup

(convenient when a room is needed for a meeting followed immediately by a meal event.)

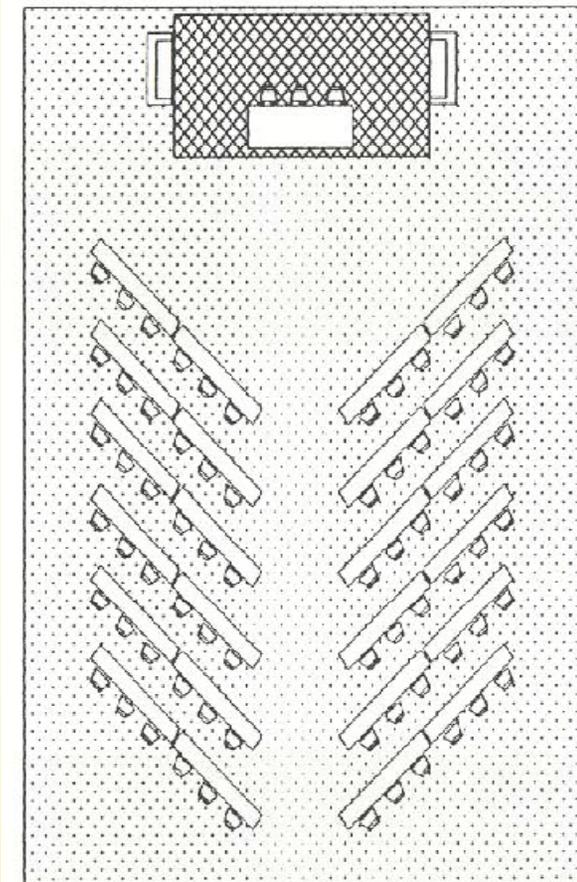
- Round tables arranged to maximize seating requirements for a variety of purposes.
- Benefits:
 - Ideal for meal-centered meetings and banquets encouraging business and socialization for any size of group.
 - No back is facing the speaker
 - Less elbow room than a cluster
- Best Meeting Uses:
 - Meeting with Meal



Chevron Style

(Used in conjunction with either a schoolroom set or theater style set except the base of the “V” at the Center aisle.)

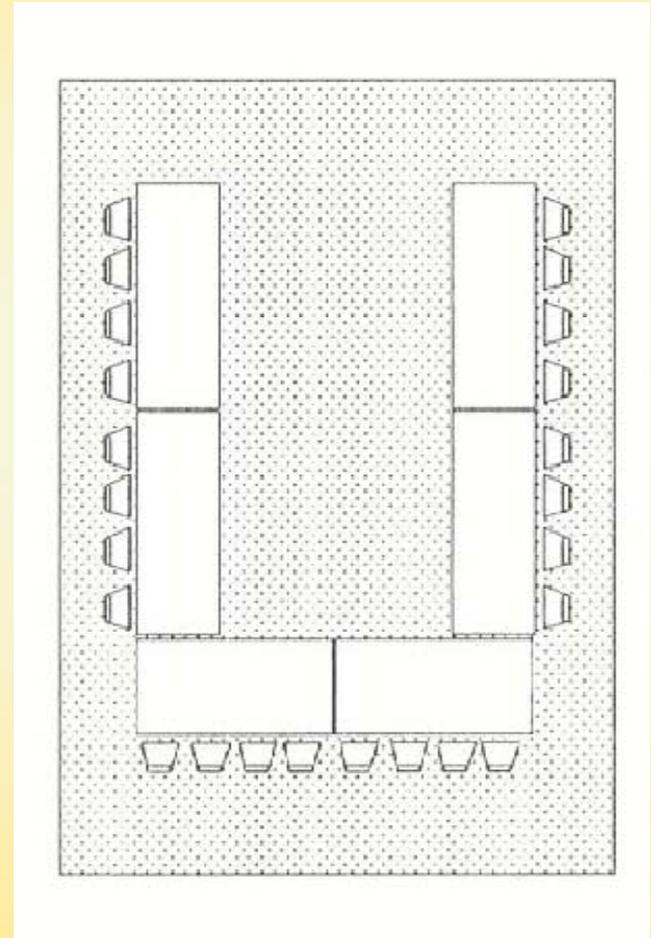
- Chairs are arranged in rows slanted in a V shape and separated by a center aisle.
- They face the head table or speaker.
- Benefits:
 - Productive large group setup with speaker as focal point.
 - Increased eye contact between the group and the speaker.
- Best Meeting Uses:
 - Teaching / Training
 - Lecture / Presentation
 - Discussion / Negotiations
 - Executive Presentation
 - Seminar / Conference



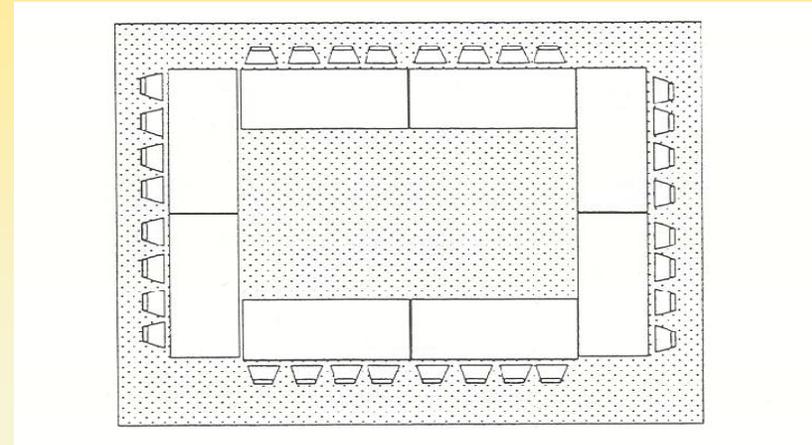
U-Shape Style

(be able to used for meal service)

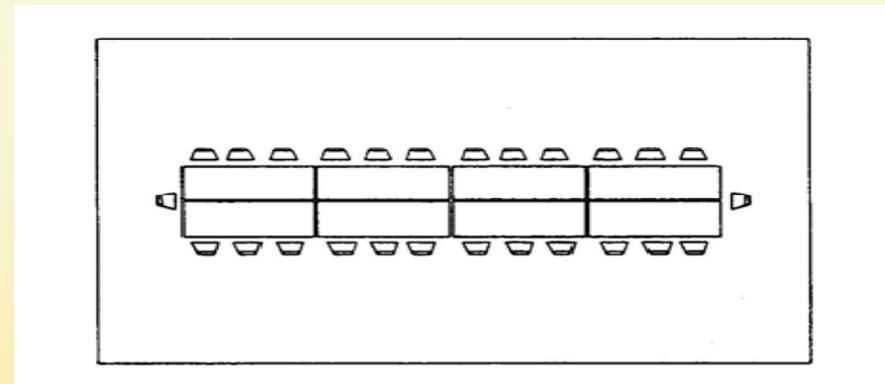
- U shaped tables are set up with chairs.
- Benefits:
 - Participants can face one another enabling a lively discussion of ideas in this structured setting.
- Best Meeting Uses:
 - Teaching / Training
 - Discussion / Negotiations
 - Team Building
 - Conference
 - Exchange



Hollow Square Style
(The inside of the square is always Skirted.)
(Be used for meal service)



Board of Directors Style
(Oval Conference Style)



Meeting Room Set-up

Setting Meeting Room Requirements

- Table and Chair Setups
- Speaker's Table or Head Table
- Platforms/Staging/Risers
- Registration Areas and Exhibits
- Guest Display Items
- Water Stations
- Coffee Stations
- Linens and Skirting
- Tablecloths
- Water and Glassware Placement



During breaks, replenish water, glasses and straighten chairs.



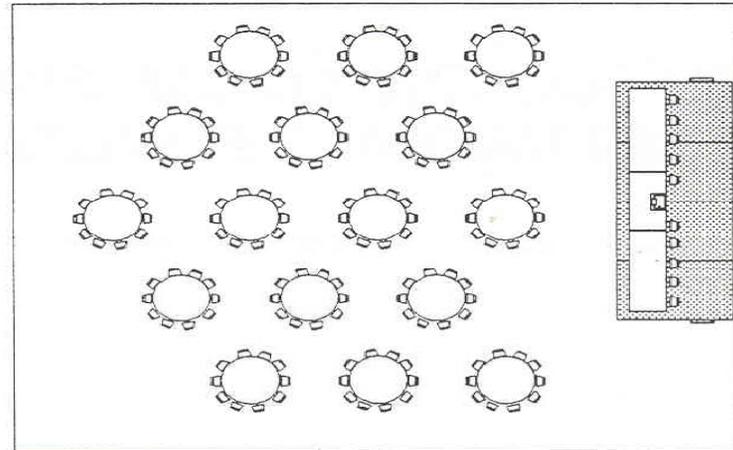
You are responsible for servicing the event. One example of servicing is to bring the client an extra flipchart if requested.



Meal Event Set-up Types

Banquet Style

- This is most common for Banquets or meetings with meals.
- do not over seat each table.
Guest should have plenty of “elbow- room to eat their meal.



Reception Style (Lounge Style)

- Seating is arranged with chairs set in various locations of the room .
- Some tables may be “high” tops.

Banquet Buffet Food Function Set-Up

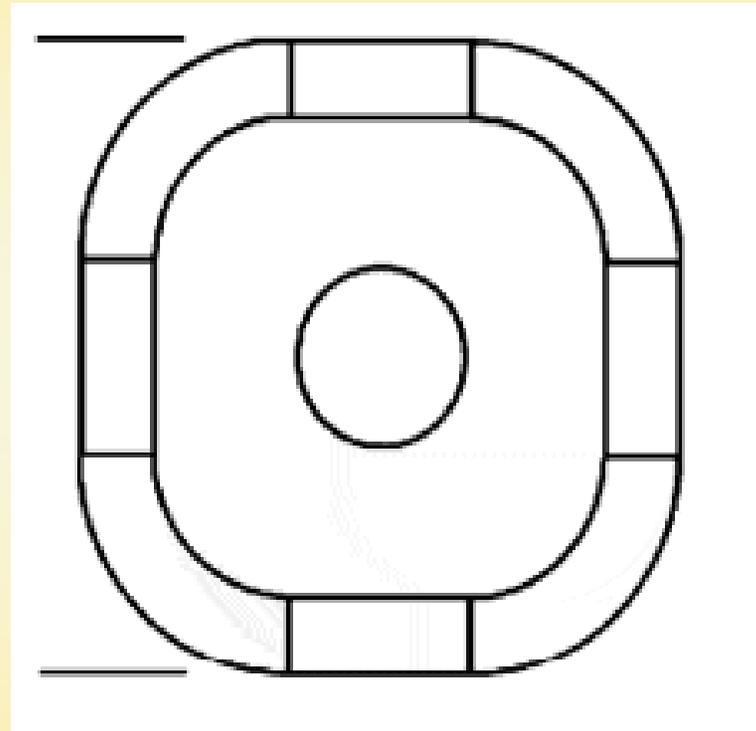
- ✓ Traffic flow and food pattern are essential to the success of a buffet line.
- ✓ Decor is secondary, but should always present a welcome approach from any direction.
- ✓ *When planning your buffet layout, keep in mind:*
 - a. how you want your guests to travel from one food item to the next
 - b. how to keep the access way clear from kitchen to tables
 - c. how to keep beverage traffic separated from food traffic
 - d. how you will handle ongoing cleanup that is unobtrusive for your guests



Types of Banquet Food Buffet set-ups

Buffet Circular

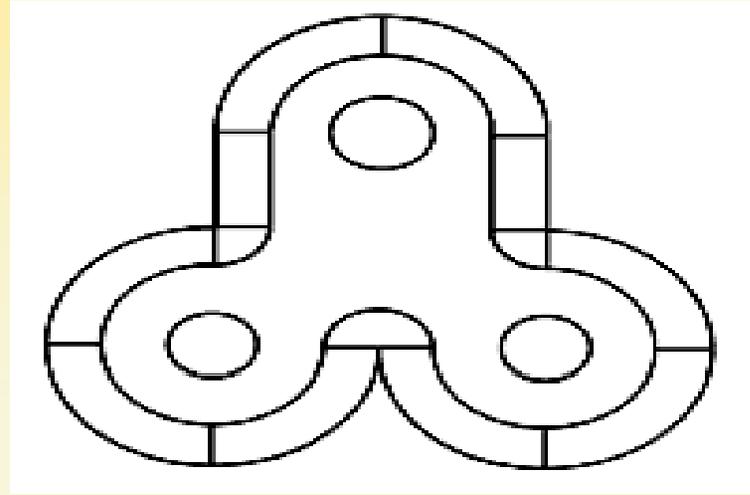
- 4 serpentine
- 4 rectangular tables
- 1 round table inside
(culinary or flower displays)



Types of Banquet Food Buffet set-ups

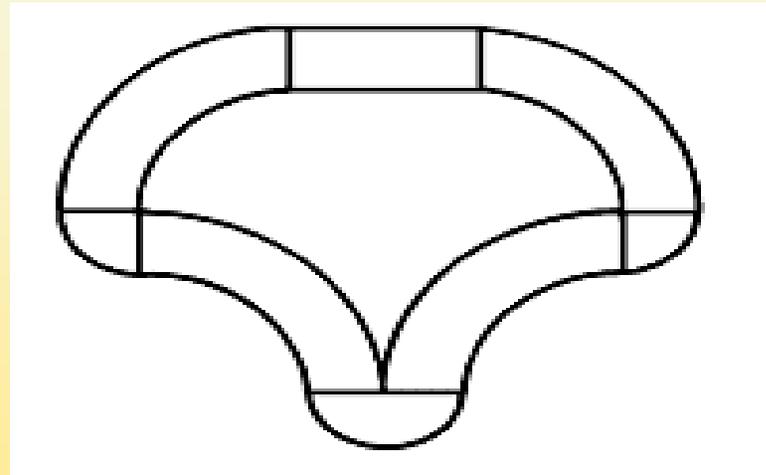
Buffet Ram's Head

- 8 Serpentine
- 2 quarter rounds
- 2 rectangular tables
- 3 round tables
- 1 half-round table



The Yoke

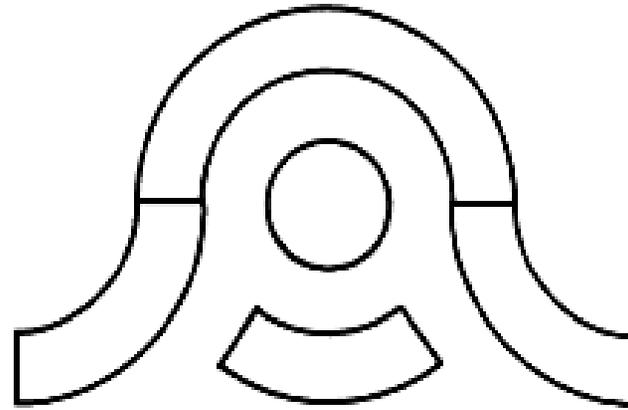
- 4 serpentine
- 1 rectangular table
- 2 quarter-rounds
- 1 half-round



Banquet Food Buffet set-ups

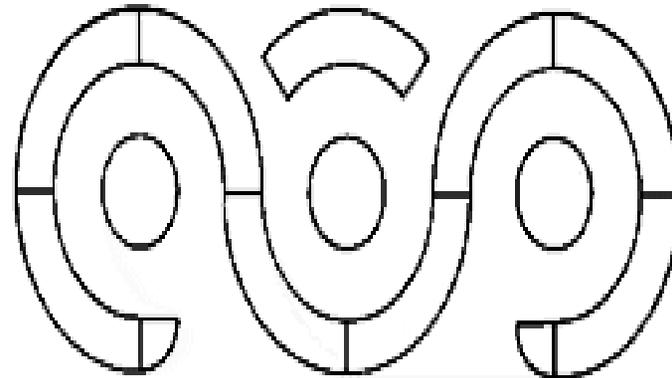
The Necklace

- 4 serpentines
- *Displays
- 1 round
- 1 serpentine



The Bison's Horns

- 8 serpentines
- 2 quarter-rounds
- * Displays
- 1 serpentine
- 3 rounds



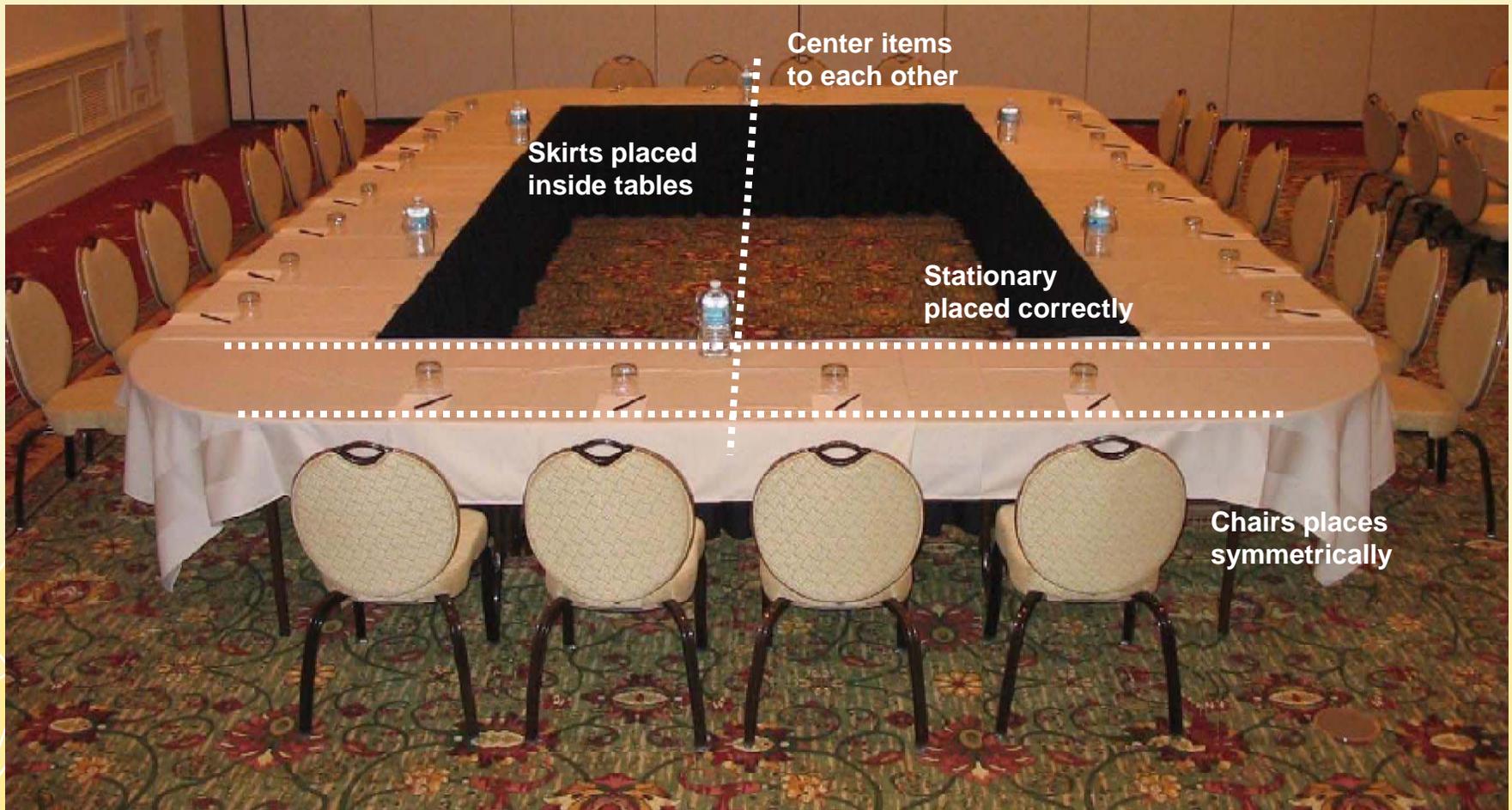
CLASS ROOM STYLE SET-UP

BANQUET STANDARDS



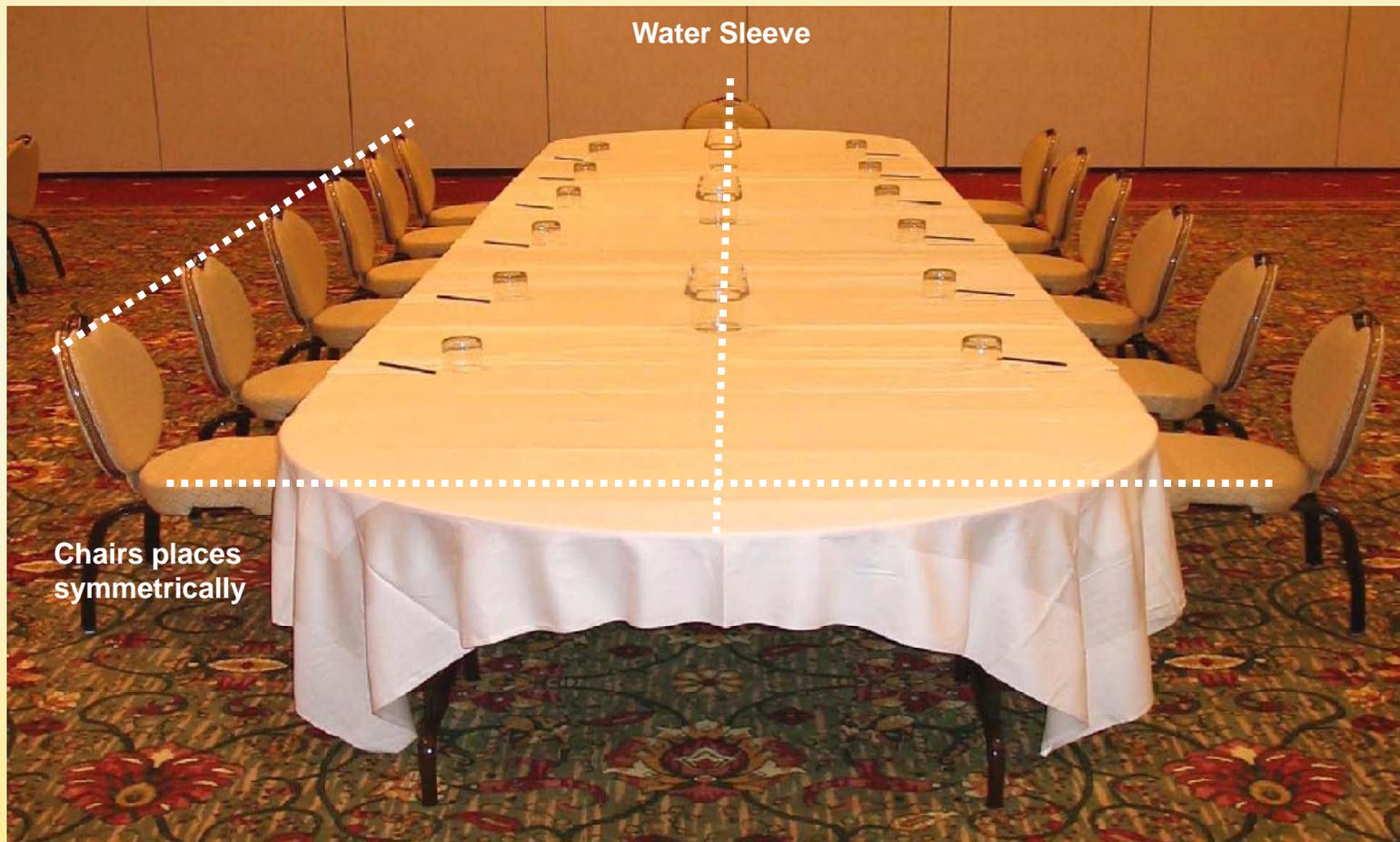
HOLLOW SQUARE STYLE SET-UP

BANQUET STANDARDS



CONFERENCE STYLE SET-UP

BANQUET STANDARDS



CRESENT MEETING ROUND STYLE SET-UP

BANQUET STANDARDS

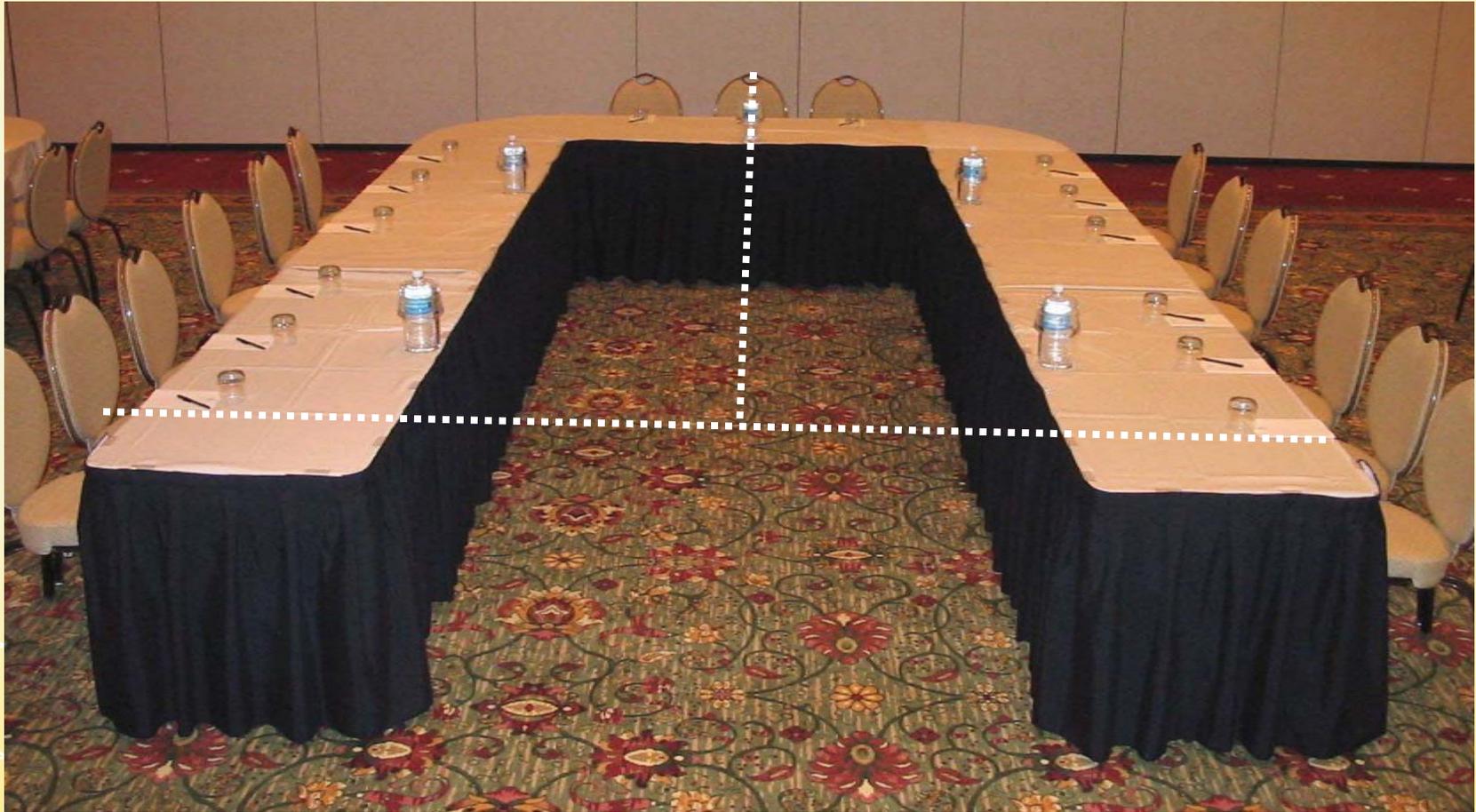


Chairs always
facing the
presentation



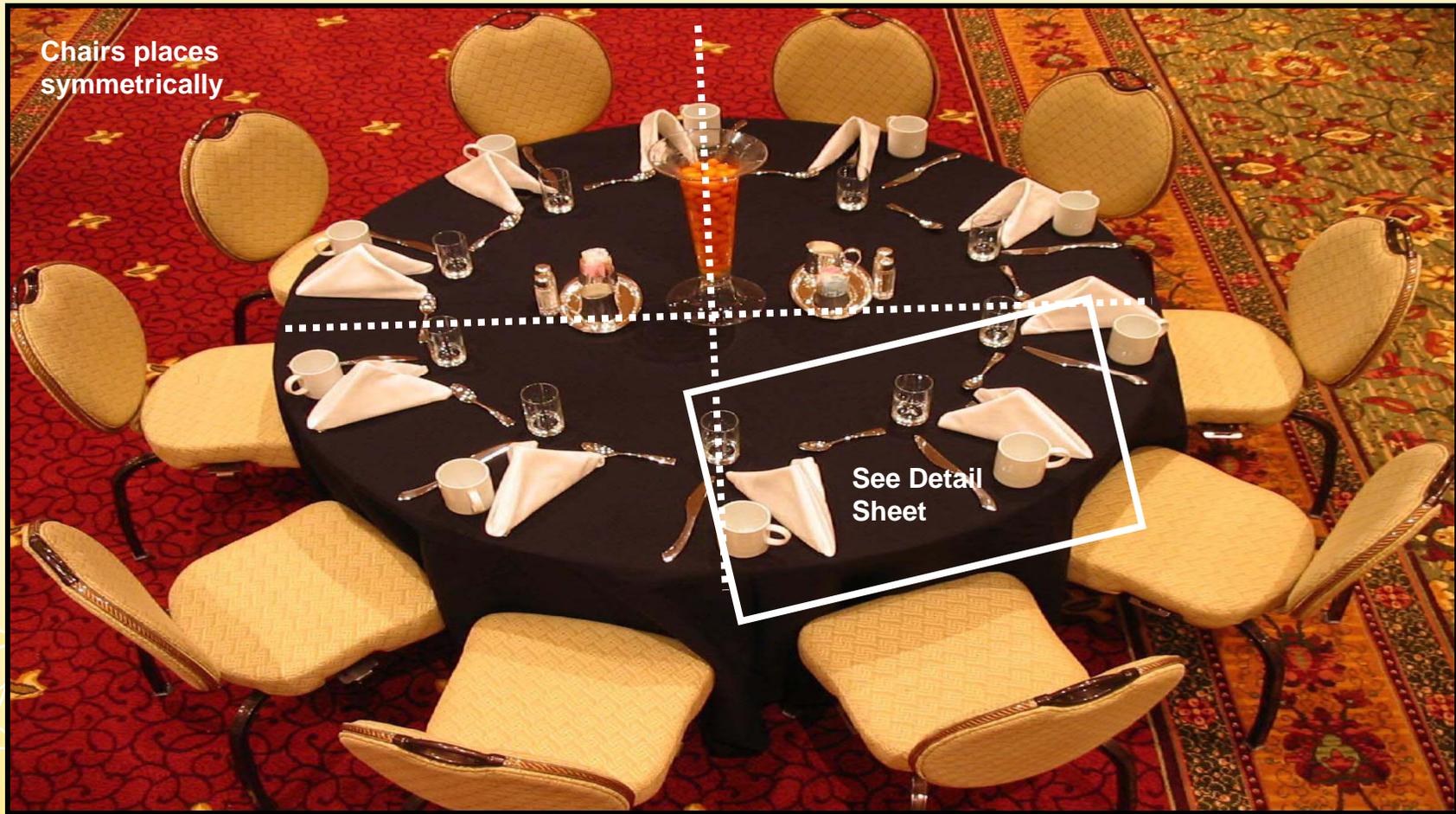
U-SHAPE STYLE SET-UP

BANQUET STANDARDS



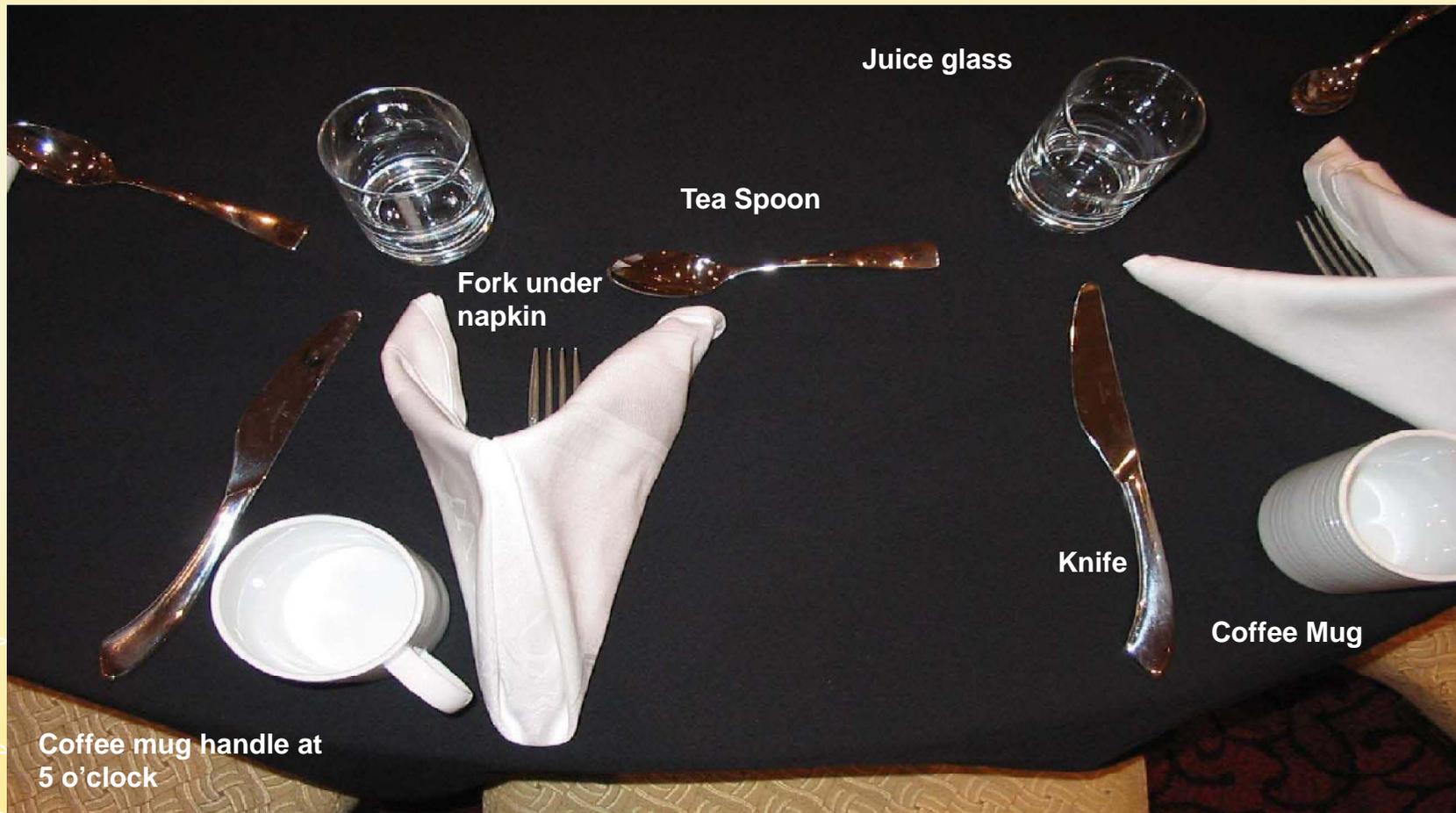
BREAKFAST TABLE SET-UP

BANQUET STANDARDS



BREAKFAST SET-UP DETAIL

BANQUET STANDARDS



LUNCH TABLE SET-UP

BANQUET STANDARDS



Salt, pepper, cream,
sugar 3 and 9 o'clock

See Detail
Sheet

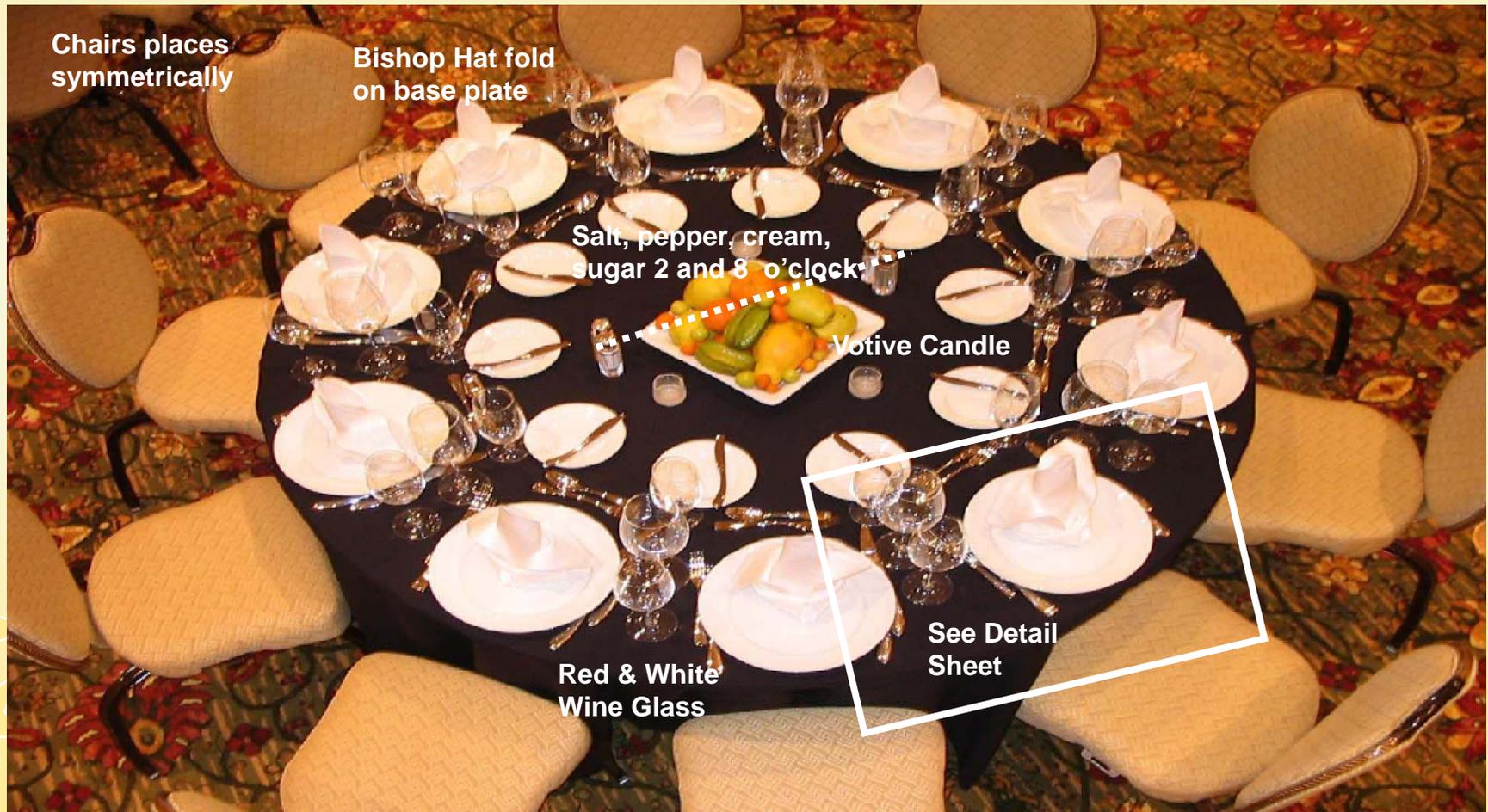
LUNCH TABLE DETAIL

BANQUET STANDARDS



DINNER TABLE SET-UP

BANQUET STANDARDS



DINNER TABLE DETAIL

BANQUET STANDARDS

