## Layout Guide

### Theater
Rows of chairs facing a stage, speaker or head table.

### Hollow Square
Tables set in a square (or rectangle) with chairs placed around the outside of the table. Center of the set-up remains empty.

### Boardroom
Rectangular or oval tables, set up with chairs placed around all sides.

### U-Shape
Tables set up in the shape of the letter “U,” with chairs set around the outside.

### Classroom
Rows of tables with chairs facing the front of a room.

### Round Banquet
A grouping of round tables arranged to facilitate food service. The size of the tables affects the number of guests seated at each table.

### Rectangular Banquet
A grouping of rectangular tables arranged to facilitate food service. The size of the tables affects the number of guests seated at each table.

### Clear Floor
Meeting space with no furniture.

### Custom
Client specified setup. Will require a diagram.

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