

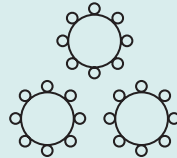
## Theater-Style

### SPACE NEEDED

- 9-13 square feet per person
- More than 33" between rows
- 4'-6' for aisle space
- Twice the screen height between the front row and the stage; 4' or more behind the last row

### HOW TO CALCULATE

For the number of rows that will fit in a room, take the length of the room, front to back, minus twice the screen height (for adequate space in the front) and minus 4' (for space behind the last row). Divide that by 3.58', the depth needed per row for chairs and legroom. Round down to the nearest whole number for total number of rows. For the total number of chairs in the setup, subtract aisle space from the width of the room, then multiply by the number of rows and divide by 1.83', the width needed per chair.



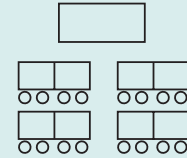
## Banquet

### SPACE NEEDED

- 60" round: 80-120 square feet per table; each seats 6-9
- 66" round; 90-135 square feet per table; each seats 7-10
- 72" round: 100-150 square feet per table; each seats 8-11
- Dance floor space: 2-3 square feet per person

### HOW TO CALCULATE

For the total space needed, divide the number of attendees by the number of seats you want at each table, round that up to the nearest whole number (for total tables needed), and multiply by the area, in square feet, of that table. To determine the maximum number of attendees a space will fit, divide the usable square feet of the room (don't include nooks and stage space) by the square feet per attendee (allot 9-18 square feet per attendee).



## Classroom-Style

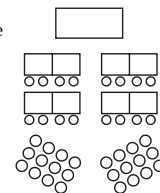
### SPACE NEEDED

- Allow from 14.5-24 square feet per person and 3'-5' between tables
- For especially tight setups, put three attendees at each 8' x 18' table
- If space is available, put two attendees at each 6' x 30" table

### TIPS TO REMEMBER

Add 2 square feet per person for groups of fewer than 60, and subtract 2 square feet per person for groups of more than 300. If space runs short, fill in the back of the room theater-style instead of cramping the classroom tables.

With added Theater-Style seating



## Reception

### SPACE NEEDED

- 7-15 square feet per person

### TIPS TO REMEMBER

Some planners deliberately use less space, preferring the room to be crowded. Provide enough chairs for 25-30 percent of attendees.

## Trade Show Exhibits

### SPACE NEEDED

- For 8' x 10' booths, allow 160 square feet per booth; for 10' x 10' booths, allow 200 square feet per booth

### HOW TO CALCULATE

For the total space needed, simply multiply the number of booths by the square feet per booth.

## U-Shaped/ Hollow Square

### SPACE NEEDED

- 37.5-45 square feet per attendee; 2'-3' between seats

### TIPS TO REMEMBER

These sets should be used for groups of 50 or fewer. Add 4 square feet per attendee for groups smaller than 20.

## NOTES: