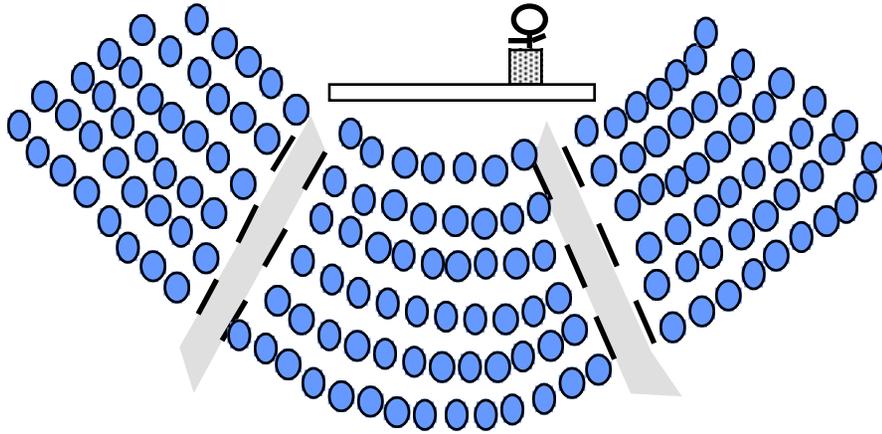


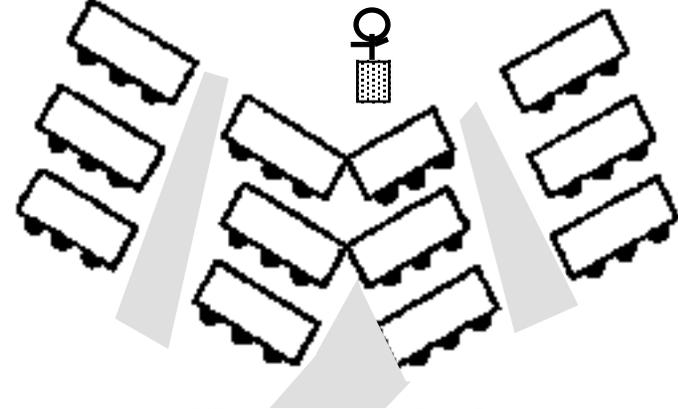
Dr. Patt Schwab's Room Setup Requirements

Questions? Contact Patt at:
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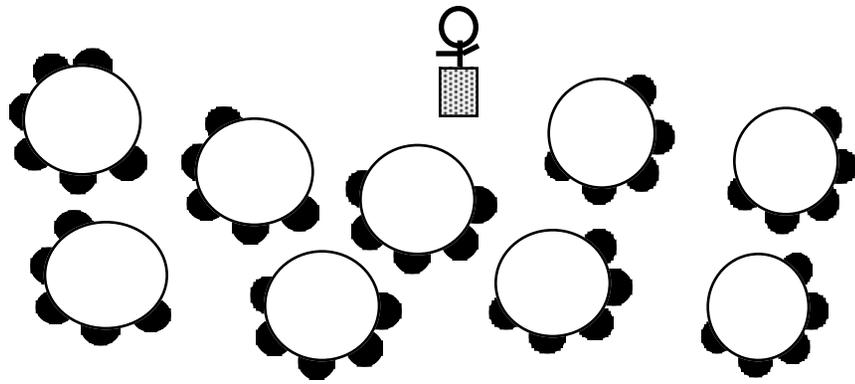


Theater Style

(A riser is usually needed if the group is over 100 people)



Classroom Style



Round Table Style

(Chairs are set so all participants can face the speaker easily)



No No Style

Additional Meeting Planner Notes for the Most Effective Room Setup:



- ✓ Keep room lights at maximum intensity unless slides and/or video projection are being use
- ✓ If room lights are down, put a soft light on the presenter.
- ✓ Without a projection screen, set to the long side of the room.
- ✓ With a projection screen, set to the short side of the room.
- ✓ Never set the room with windows behind the speaker. The light erases all expression from the speakers face and diminishes and detracts from the audience's experience of the event.
- ✓ The ideal room setup allows members to see each other and the speaker.
This is why the examples on the other side curve the audience around the speaker as much as possible
- ✓ Avoid placing chairs next to walls.
- ✓ Cut aisles behind any posts or poles in the room.
- ✓ Set aisles bigger as they get nearer exits.
- ✓ Seat for least distraction — audience members should not have to cross more than six others to get to a seat.
- ✓ Do not place your presenter or head table in front of an exit or entrance for the wait staff.
- ✓ Encourage your audience to sit in the front by:
 1. placing reserved signs or tape across back rows, until they are needed.
 2. taping off the rows near the room entry, essentially reserving them for late comers and cutting down on the distraction such individuals often make.
 3. putting out less chairs than the expected attendance.
Stack additional chairs in back corner of room so they are handy if needed.
 4. putting the best chairs in the front.
 5. providing rewards - candy or small prizes - on the first two rows of seats.

