

Room Set Up & Arrangements

Depending on the location you have chosen there are many different set up options for your event. Some rooms may have a standard set up that can not be changed, some classrooms for example have certain desks or tables that are unable to be moved. For rooms that can be set, the options below are available. We are also more than willing to arrange your room to your custom request, please just let us know what will work best for you.

Banquet

Round tables with chairs; may include additional items such as stage, podium, catering tables, etc.

Classroom



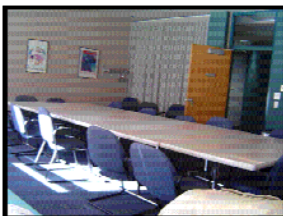
Tables and Chairs; may include additional items such as stage and podium

Theater



Chairs only; may include additional items such as stage, podium, catering tables, etc.

Conference



Standard set table with chairs along the perimeter of the table.

U-shape

Tables set in a “U” open at one end with chairs along the perimeter of the table

Open Square

Tables set in a square, the interior remains open with chairs along the perimeter of the table.

The following equipment is available for room set up at no additional charge. Equipment may vary based on the location of your event and room set up. If you need additional equipment that is not listed below we would be happy to assist in those arrangements, an additional charge may apply.

- Chairs
- Easels
- Flip Charts
- Flags
 - US
 - Montana
- Podiums
 - Standing
 - Table Top
- Tables
 - Conference Tables
 - 6' Tables
 - 8' Tables
 - 6' Round Tables
 - 4' Round Tables
- Stage