



JOLIET PUBLIC LIBRARY

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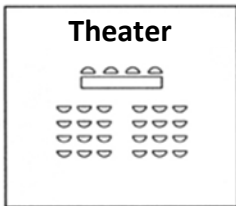
Meeting Room Setup Form

Meeting Date: _____ Time: _____ Print Name on Reservation: _____

Please choose a setup from one of these descriptions.

Theater Style

Chairs: _____ Tables Required: _____

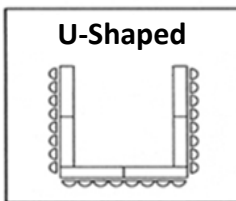


Setup:

Rows of seating, no tables, much like a theater. This is an optimal setup when you're trying to get many people in a room. A theater-style setup is appropriate when you plan to speak to your attendees like an audience. Theater-style setups are optimal for presentation-style events and lectures.

U-Shape Style

Chairs: _____ Tables Required: _____

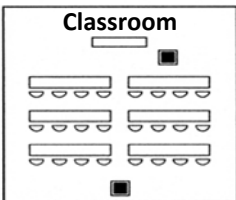


Setup:

Tables are arranged facing each other; not the front of the room. The tables are assembled into a square, and the speaker stands at the front of the U. This allows speakers to easily interact with all attendees. This is a good setup for interactive workshops and business courses.

Classroom Style

Chairs: _____ Tables Required: _____

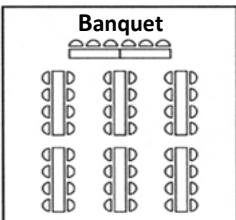


Setup:

Rows of tables at which your attendees can sit (similar to a theater-style). This is good for attendees to write or review materials, allowing tabletop space with which to work. This setup is optimal for workshops or business training courses but can't fit as many people in the room.

Banquet Style

Chairs: _____ Tables Required: _____



Setup:

Clusters of rectangular tables around which attendees sit. With this setup, the focus is typically on interaction between the attendees themselves. This is a great setup if your event is based around brainstorming or group exercises, where you want your attendees to interact with one another.

If there is no set up submitted with the room reservation, you will be given theatre style seating with 30 chairs

Will you require: Podium Flag Screen AV Cart (circle the ones needed)