



Meeting Space Capacity Guidelines

The following chart provides some standards for comfortable seating in various configurations. The chart does not take into consideration any obstructions such as columns, exits, closets, staging or audio visual equipment. These items can reduce the number of people a room will comfortably accommodate.

Square footage	Schoolroom 18" tables	Theatre	Banquet 60" rounds	Hollow Square
400	27	44	32	12
500	33	55	40	14
750	51	83	56	18
1000	69	110	80	24
1250	84	138	104	34
1500	102	166	120	40
1750	120	194	144	46
2000	138	222	160	52
2500	171	277	102	N/a
3000	207	333	248	N/a
3500	240	388	288	N/a
4000	276	444	328	N/a
4600	315	511	376	N/a
5200	357	577	432	N/a
6100	420	677	504	N/a
7000	483	777	576	N/a
8000	549	888	664	N/a
9000	621	1000	744	N/a
10,000	690	1111	832	N/a
12,000	828	1333	1000	N/a
15,000	1032	1666	1248	N/a
17,500	1206	1944	1456	N/a



Additional Room set considerations

Room set up advantages and disadvantages

Classroom

(Straight tables and chairs set together either 3 people per six foot table or 2 people per six foot table.)

Positives:

- Presenter can see all participants
- Accommodates large groups in less space

Negatives:

- Minimizes potential group interaction
- Participants only see each other's backs

Theater Style

(Chairs only set in straight lines with aisles)

Positives:

- Good for large groups when reading/writing are not required

Negatives:

- Elevation changes needed for large groups to maintain sight line
- No writing surface
- Minimizes potential group interaction

Banquet Rounds and Half Rounds

(large round tables with chairs set at perimeter of tables)

Positives:

- Ample work space
- Good interaction within immediate group
- Good food and beverage set

Negatives:

- Poor full-room interaction
- Sound bleed from nearby tables



Squares and Rectangles

(Straight tables set in either a square or rectangle shape with chairs at perimeter of tables)

Positives:

- Variety of arrangements possible
- Good working atmosphere for smaller groups

Negatives:

- When group becomes large, one end of square or rectangle cannot communicate well with the other end
- Narrow tables do not provide adequate work space
- Extensive skirting may be needed