

# Atrium Information

## Auditorium Seating:

- Theatre Style: 250 with necessary safety aisles

## Table/Chair Style:

- Rounds
  - 200 around 6-foot tables (20 tables @ 10 per table)
- Rectangular – Lecture Style
  - 150 comfortably – seated on ONE side of table facing south
  - 30 inches wide by 4', 6', 8' (8 foot are the most commonly used)

## Buffet Layout Options:

- 1<sup>st</sup> and 2<sup>nd</sup> floor pass-through areas from Atrium to Grawn Hallways
- North end of Atrium next to stairwell

## Bar Location(s):

- North end of Atrium/bamboo wall – near ramp
- East side of Atrium next to stairwell
- Team space(s) – located in pass-through
  - In any event including a bar, you MUST have stanchions placed at each exit area which say, "No Alcohol Beyond This Point", as the license will only pertain to the Atrium area

## Musician Location:

- East side of Atrium next to stairwell
- 2<sup>nd</sup> Floor Balcony

## Staging/Media Layout Options:

- Limited as retractable screen is located in front of study area toward the south end of the Atrium
- Place staging in front/below screen or off to either side of the screen area

## Banner Hanging Locals:

- From the balcony

## Registration Area/Coat Racks:

- Parking lot entrance – North side of entry
- Grawn Hallway – East side of pass-through

**Additional Event Planning Considerations:** In the event of overflow or additional space needs, Grawn 150 would need reserved well in advance, due to classroom scheduling and project room use.