**Event Setup Information**

 *Policies:*

1. *Please select the setup you would like for your event.*
2. *Setup options are organized by the specific setups available for the specific available event space(s) and diagrams are provided below*
3. *Please review the available a-la carte add-on selections for each option and select the appropriate areas*
4. *The Atrium is only available for organization fair-style events and shall only be requested accordingly*

**EVENT SPACE: 3RD FLOOR PANZA MAURER LAW LIBRARY**

Option 1: **Classroom Style Setup**

Includes:

* Rows of conference tables with chairs down the center portion of the room with an aisle down the middle. \**this specific setup allows for a maximum of 100 attendees. Please indicate amount of chairs needed:*
* Podium with NSU Law Podium Banner at the head of the room.
* US, Florida, & NSU Flags at the head of the room.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 Staged soft seating using current couches on either side of room. Please select as follows:

 right-side of space left-side of space both

 Reception area to one side to include 3 tables down the center for catering and 8 in-house high top tables.

 Linens for the High-Top tables. (*\*rental costs for linens will be incurred)*

 Round banquet tables to one side to seat up to 100 people. (*\*rental costs for tables, chairs and linens for will be incurred)*

Option 2: **Auditorium Style Setup**

Includes:

* Rows of chairs down the center portion of the room with an aisle down the middle. \**this specific setup allows for a maximum of 120 attendees. Please indicate amount of chairs needed:*
* Podium with NSU Law Podium Banner at the head of the room.
* US, Florida, & NSU Flags at the head of the room.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 Staged soft seating using current couches on either side of room. Please select as follows:

 Right-side of space left-side of space both

 Reception area to one side to include 3 tables down the center for catering and 8 in-house high top tables.

 Linen rentals for the High-Top tables. (*\*rental costs for linens will be incurred)*

 Round banquet tables to one side to seat up to 100 people. (*\*rental costs for tables, chairs and linens will be incurred)*

Option 3:  **Banquet Style Setup**

Includes:

* Round banquet tables and chairs to seat 10 to a table.

\**rental costs for round tables, chairs and linens will be incurred. Please indicate amount of tables/chairs needed:*

* 3-4 rectangular tables down the center or off to the side for food.

Please select preference: down the center off to the side

* US, Florida, & NSU Flags at the head of the room.

Add-ons: Staged soft seating using current couches on either side of room. Please select as follows:

 Right-side of space left-side of space both

 Reception setup to one side to include 3 tables down the center for catering and 8 in-house high top tables.

 Linen rentals for the High-Top tables. (*\*rental costs for linens for this option will be incurred)*

 Podium with NSU Law Podium Banner at the head of the room.

Option 4:  **Reception Style Setup**

Includes:

* 3-4 rectangular tables for catering/buffet. Please select preference:

down the center off to the side

* 8 High-top tables around buffet table(s) perimeter.
* US, Florida, & NSU Flags at the head of the room.

Add-ons: Additional High-top tables. Please indicate amount:

(*\*rental costs for this option will be incurred)*

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

Staged soft seating using current couches on either side of room. Please select as follows:

 right-side of space left-side of space both

 Linens for the High-Top tables. (*\*rental costs for linens will be incurred)*

 Podium with NSU Law Podium Banner at the head of the room.

**EVENT SPACE: FACULTY STUDY (ROOM 226)**

Option 1: **Classroom Style Setup**

Includes:

* Rows of conference tables with chairs and an aisle down the middle. \**this specific setup allows for a maximum of 75 attendees. Please indicate amount of chairs needed:*
* Podium at the head of the room.
* 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 2: **Auditorium Style Setup**

Includes:

* Rows of chairs with an aisle down the middle. \**this specific setup allows for a maximum of 75 attendees. Please indicate amount of chairs needed:*
* Podium at the head of the room.
* 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 3: **Hollow-Square Style Setup**

Includes:

* A large square using rectangular tables. \**this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*
* Podium at the head of the room.
* 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 4: **U-Shape Style Setup**

Includes:

* A large “U” using rectangular tables. \**this specific setup allows for a maximum of 30 attendees. Please indicate amount of chairs needed:*
* Podium at the head of the room.
* 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 5: **Reception Style Setup**

Includes:

* Row of tables down the center for catering/buffet. \**this specific setup allows for a maximum of 50-65 attendees.*
* 8 High-top tables around buffet table(s) perimeter.
* 2-3 rectangular tables at the rear of the room for additional catering/buffet options.

Add-ons: Bar on wheels

 Podium at the head of the room.

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

**EVENT SPACE: FACULTY TERRACE (ROOM 229)**

Option 1: **Classroom Style Setup**

Includes:

* Rows of conference tables with chairs and an aisle down the middle. \**this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*
* Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 2: **Auditorium Style Setup**

Includes:

* Rows of chairs with an aisle down the middle. \**this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*
* Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 3: **Hollow-Square Style Setup**

Includes:

* A large square using rectangular tables. \**this specific setup allows for a maximum of 35 attendees. Please indicate amount of chairs needed:*
* Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 4: **U-Shape Style Setup**

Includes:

* A large “U” using rectangular tables. \**this specific setup allows for a maximum of 30 attendees. Please indicate amount of chairs needed:*
* Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

Option 5: **Reception Style Setup**

Includes:

* Row of tables down the center for catering/buffet. \**this specific setup allows for a maximum of 50-65 attendees.*
* 8 High-top tables around buffet table(s) perimeter.
* Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

**EVENT SPACE: ATRIUM**

Option 1: **Organization Fair Style Setup**

Includes:

* Two large hollow squares, one inside the other, using 6ft tables \**this specific setup allows for a maximum of 45 tables*
* 2-3 chairs per table, facing in

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

 NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

 Linens for all the tables. (*\*rental costs for linens will be incurred)*

**Meeting Room Setups & Styles**

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