

Sample Setup Diagrams

The diagrams included here are just a sampling of setups from the King Alumni House's most used rental spaces – the Ballroom and the Great-Hall & Library. The Event Coordinator will send a setup diagram – which takes into consideration your event's unique needs (catering, A/V, seating, etc.) – to you for approval. Click on a setup name below to view its sample diagram.

To see photographs of the Ballroom, Great Hall & Library, and other rental spaces within the King Alumni House, please [click here](#) to visit the UK Alumni Association website. If you have any questions, please contact the Event Coordinator (phone and email below).

Ballroom

- Classroom
- U-Shape
- Dining
- Theatre
- Square

Great Hall & Library

- Reception
- Dining



**Ballroom
Sample Setup Diagrams**

Event Date: _____
Event Time: _____
Event Name: _____

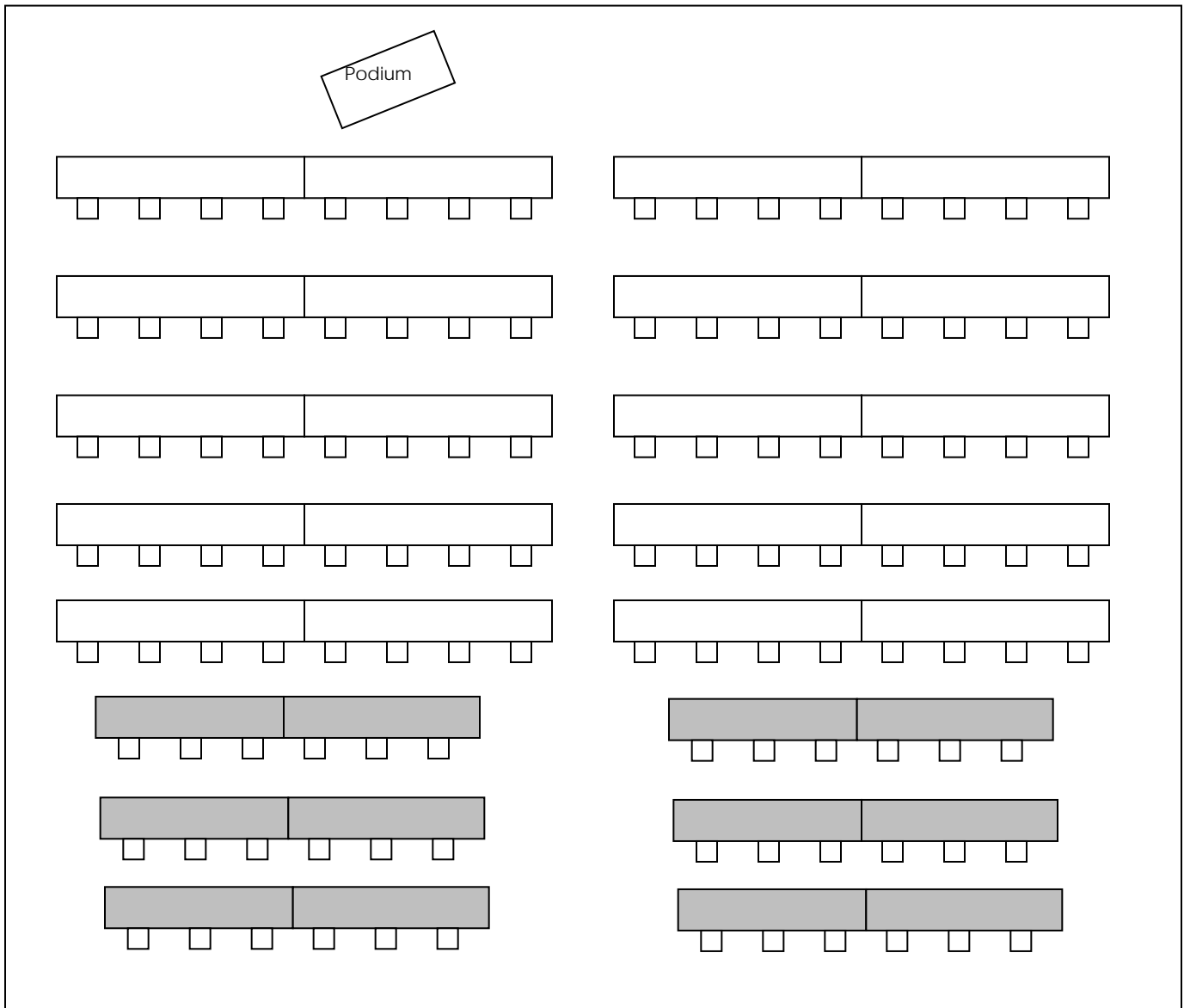
This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

BALLROOM

- Classroom-style with (20) 8ft tables, (4) chairs per table and (12) 6ft tables, (3) chairs per table – seating for 116
- Set up podium, turn on mic before meeting
- Drop down screen, turn on projector
- Cover all tables with paper table coverings

LOUNGE

- (2) 6ft tables for food and drinks down middle of room
- Move bar stools, (3) lounge tables, and chairs closest to bar to storage
- Make sure bar is clean to serve drinks from
- Cover all tables with paper table coverings



STAIRS

STAIRS

Event Date: _____
Event Time: _____
Event Name: _____

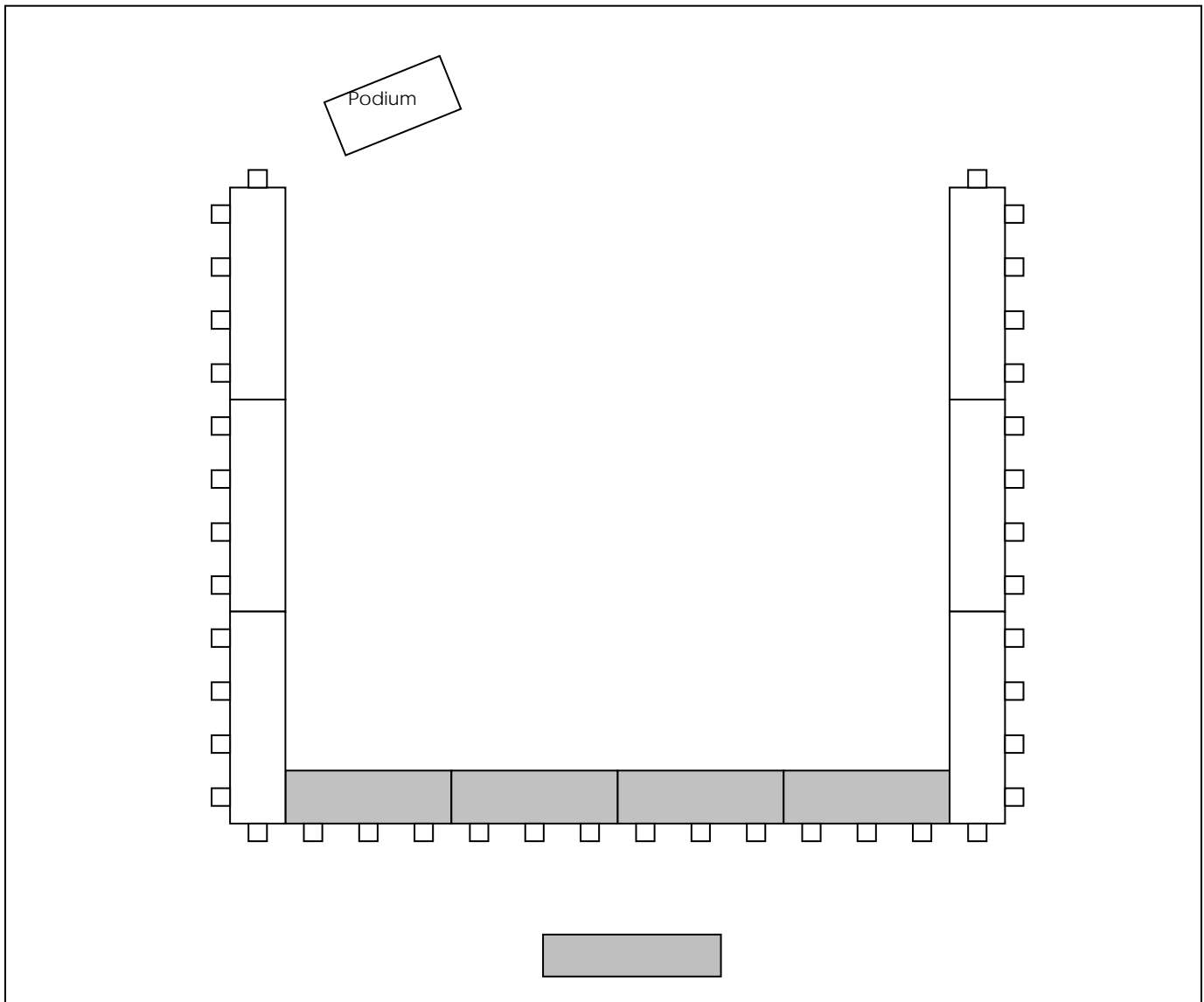
This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

BALLROOM

- (6) 8ft tables and (4) 6ft tables in a U-shape – seating for 40
- (1) 6ft table near stairs for registration
- Set up podium, turn on mic before meeting
- Drop down screen, turn on projector
- Cover all tables used in ballroom with paper table coverings

LOUNGE

- (2) 6ft tables for food and drinks down middle of room
- Move bar stools, (3) lounge tables, and chairs closest to bar to storage
- Make sure bar is clean to serve drinks from
- Cover all tables with paper table coverings



STAIRS

STAIRS

Event Date: _____
Event Time: _____
Event Name: _____

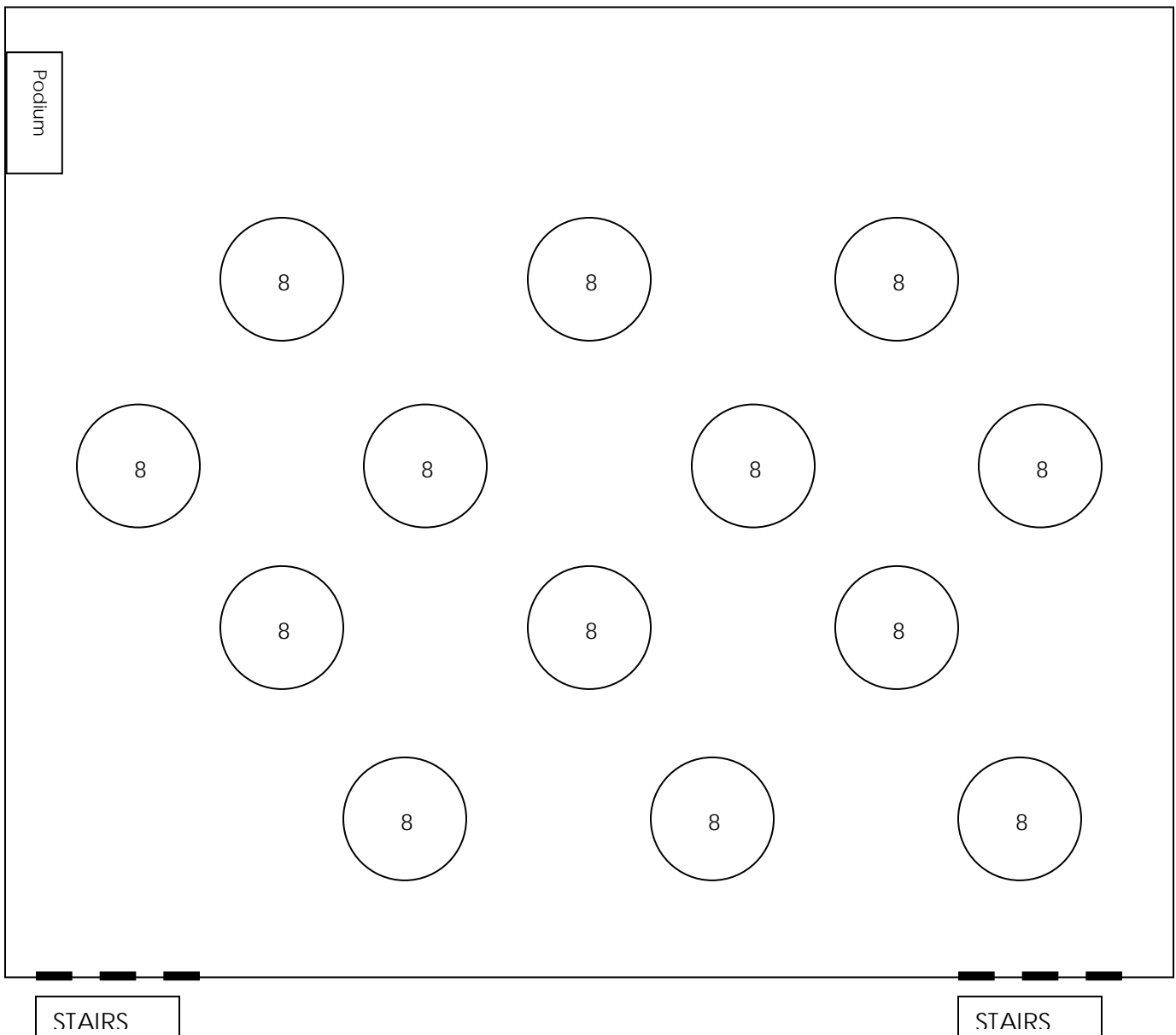
This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

BALLROOM

- (13) round tables, (8) chairs each table – seating for 104
- Move podium to side wall
- Cover all tables with paper table coverings

LOUNGE

- (3) 6ft heavy tables for food, set up in at T-shape down middle of room
- Move bar stools, (3) lounge tables, and chairs closest to bar to storage
- Make sure bar is clean to serve drinks from
- Cover all tables with paper table coverings



Event Date: _____
 Event Time: _____
 Event Name: _____

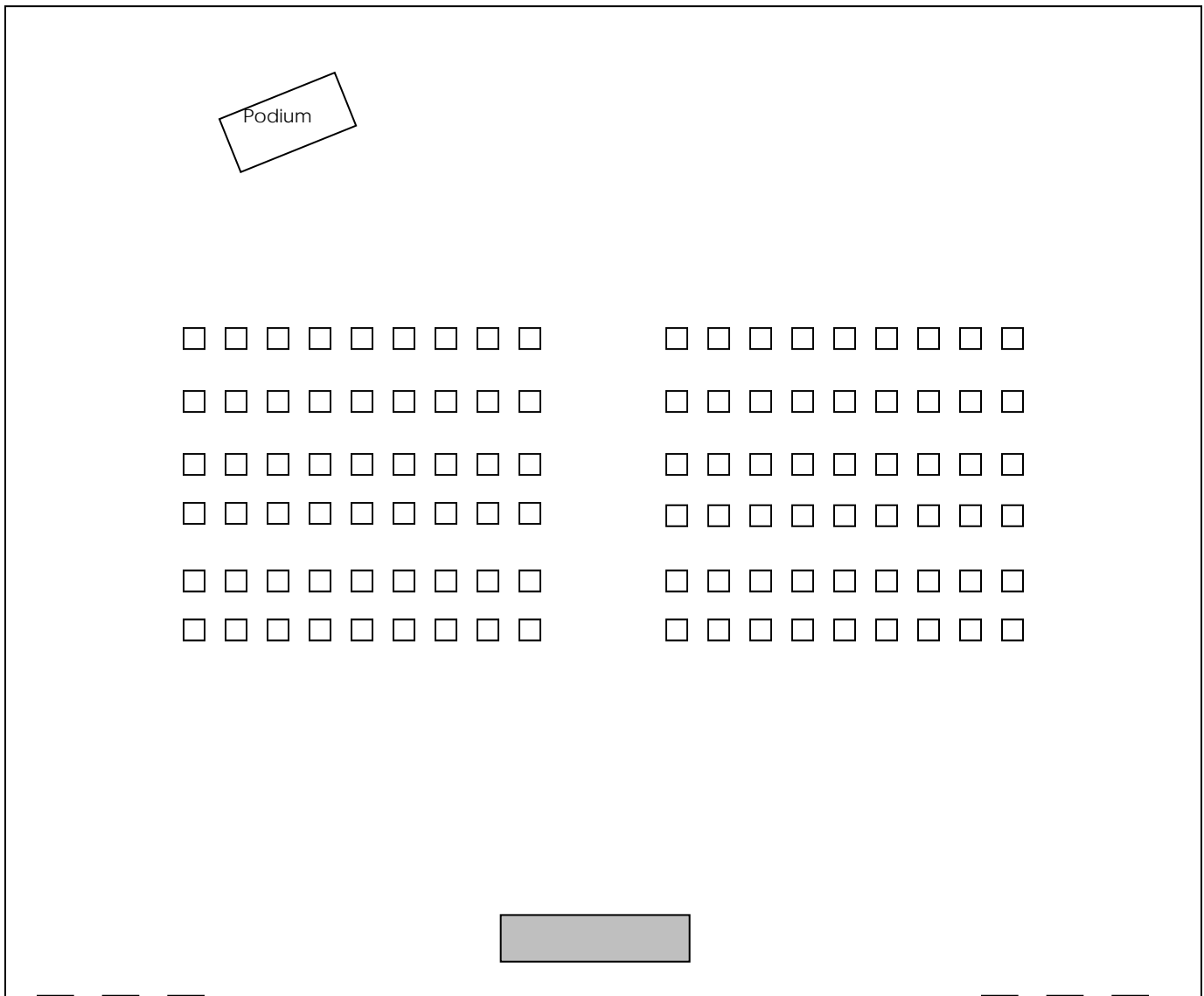
This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

BALLROOM

- (108) chairs with a center aisle
- (1) 6ft table near stairs for registration
- Set up podium, turn on mic before meeting
- Drop down screen, turn on projector
- Cover tables with paper table coverings

LOUNGE

- (2) 6ft tables for food and drinks down middle of room
- Move bar stools, (3) lounge tables, and chairs closest to bar to storage
- Make sure bar is clean to serve drinks from
- Cover all tables with paper table coverings



STAIRS

STAIRS

Event Date: _____
Event Time: _____
Event Name: _____

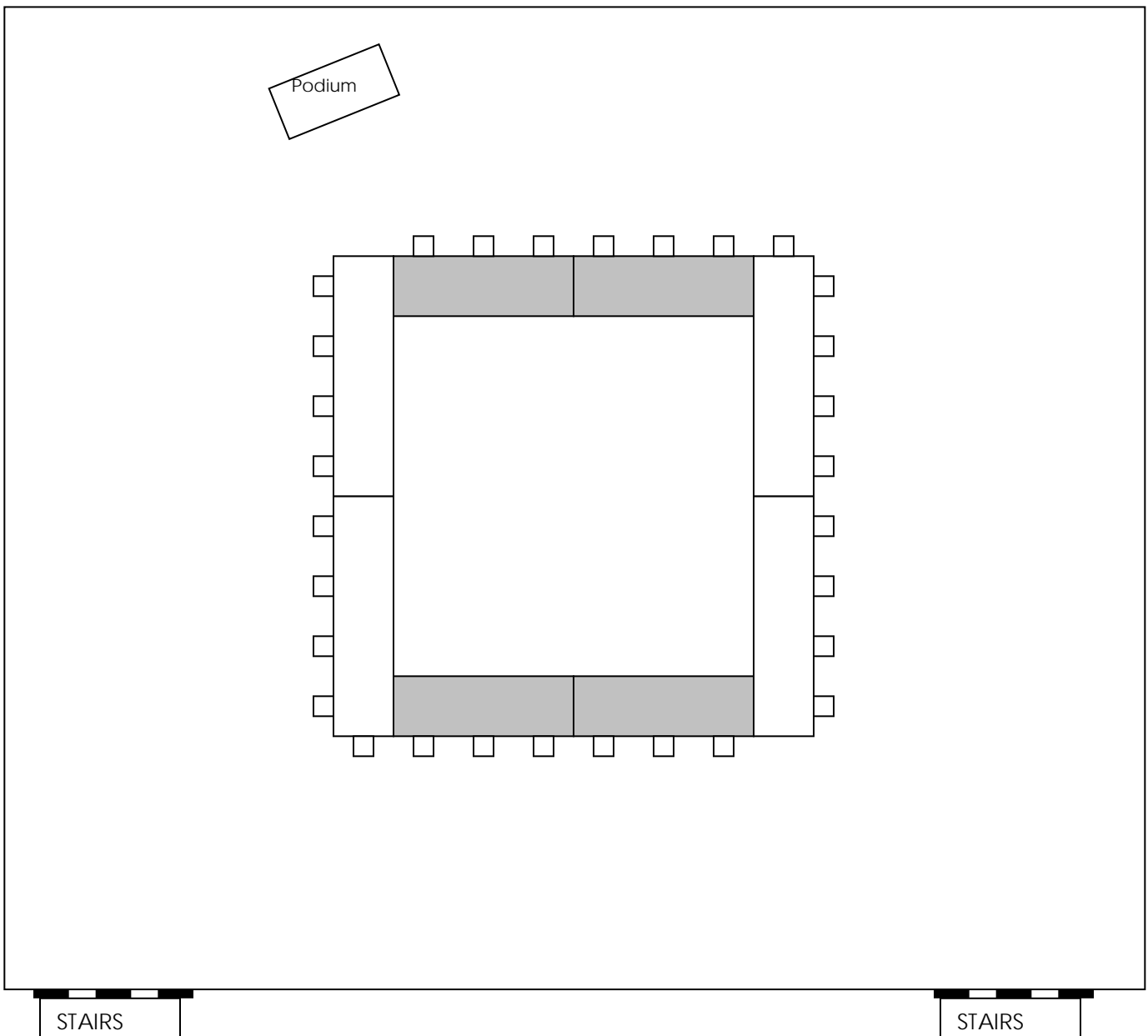
This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

BALLROOM

- (4) 8ft tables and (4) 6ft tables in a square – seating for 30
- Cover all tables used in ballroom with paper table coverings

LOUNGE

- (2) 6ft tables for food and drinks down middle of room
- Move bar stools, (3) lounge tables, and chairs closest to bar to storage
- Make sure bar is clean to serve drinks from
- Cover all tables with paper table coverings





**Great Hall & Library
Sample Setup Diagrams**

Event Date: _____
Event Time: _____
Event Name: _____

This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

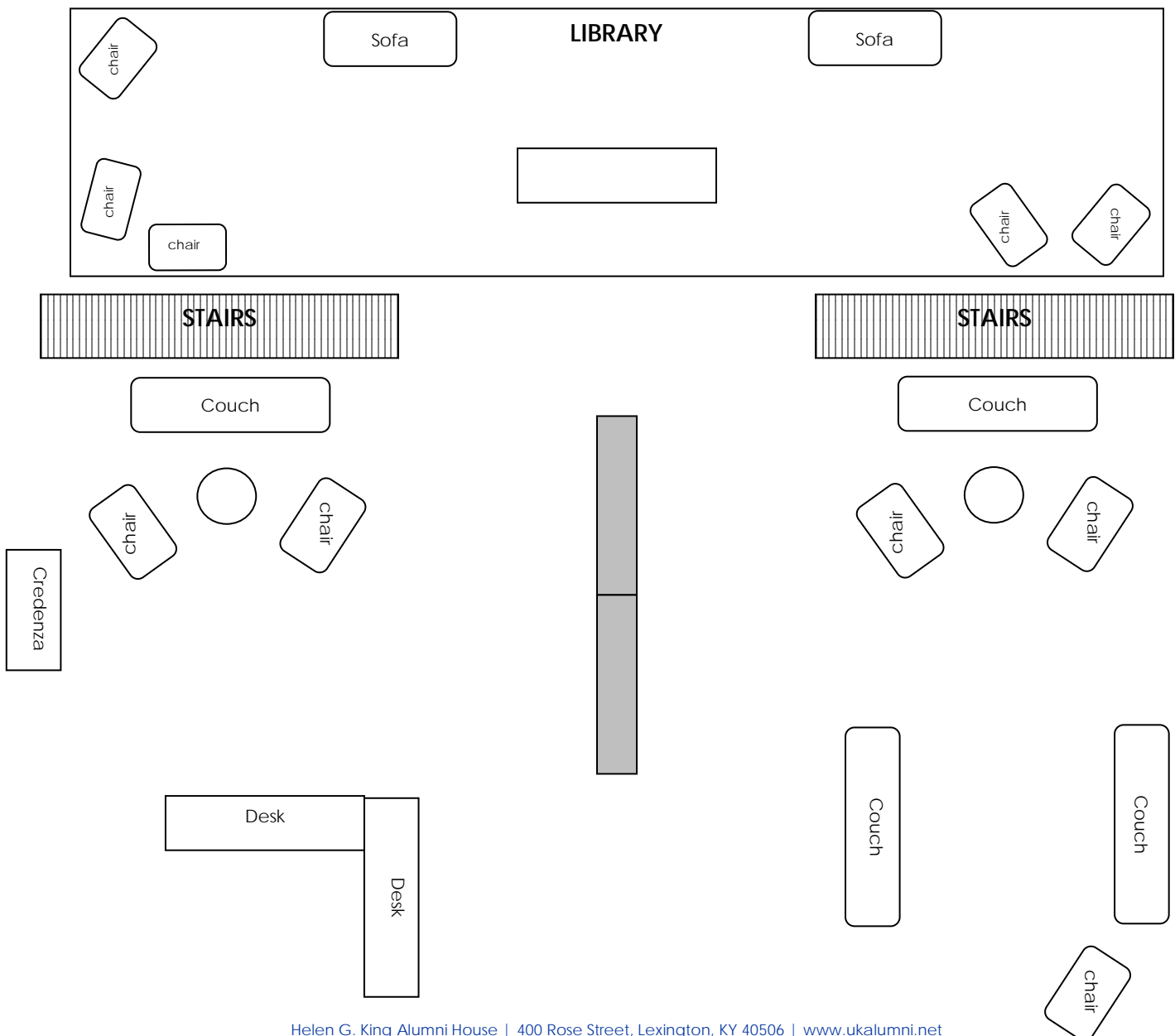
GREAT HALL

- (2) 6ft tables for food
- Cover all tables with paper table coverings

LIBRARY

- (1) 8ft table for drinks
 - Use plastic carpet protector
- Move sofas in front of patio doors
- Cover all tables with paper table coverings

NOTE: ALL FURNITURE NOT INCLUDED IN DESCRIPTION ABOVE BUT SEEN BELOW IS PART OF THE STANDARD DECORATING OF THE GREAT HALL & LIBRARY.



Event Date: _____
Event Time: _____
Event Name: _____

This is just a sample setup at max capacity. The final setup will be customized according to the needs of the event (catering, A/V equipment, seating, etc.).

GREAT HALL

- (2) 6ft tables for food and drinks
- Caterer will provide all linens

LIBRARY

- (5) round tables, (8) chairs each table – seating for 40
- Move sofas in front of patio doors
- Caterer will provide all linens

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