EMS Room Setup Type Guide

**Bedroom Suite:** This setup type is for the Babson Park Manor South Goff Suite only. The Goff Suite is an on-campus overnight accommodation.

**Circle of Chairs:**

**Classroom Style:** Desk and chairs facing the front of the classroom
Clear Room: a room with no tables and chairs, clearing the space completely

Conference Style: one table or group of tables with chairs around the outside of the table
**Diamond 8’s**: Diamond shaped tables seating 8 people

**Diamond 8’s with Buffet**: Diamond shaped tables seating 8 people with a table for food

**Dressing Rooms**: This setup type is specific to the Sorenson Theater dressing rooms. This is a place for people using the theater to get ready and change their outfits during theater productions.

**Exam**: single desks with chairs for exams
Hollow Square:

Lounge: a lounge can be in a residence hall or main entry to a building, usually casual and relaxed with sofas and chairs

Outdoor Event: used for outdoor spaces on Babson Campus when you don’t need a specific setup type
Reception: Usually is standing room only, you can specify in the facilities services if you would like any additional tables added.

Rehearsal: specific to the Sorenson Center rehearsal studio, this is not setup type that you normally would select unless you are looking to find this room to reserve.

Round Tables:
Round Tables with Buffet:

Studio: Babson studios are the art studio, ceramic studio, and Chandor Dance Studio.
Theater Style: Chairs only, no desks, facing the front of the room

U-Shape Table Arrangement: tables formed in the shape of a ‘U’ with chairs on the outer side