

## The Oregon Garden Resort

<b>Trillium Room Fast Facts</b>															
The Trillium Room is an ideal location for meetings, conventions, retreats, reunions, receptions, and group meals.															
<b>Area</b>	653 Ft <sup>2</sup> ( 60.7M <sup>2</sup> )														
<b>Size</b>	33'-6" * 19'-6" ( 10.2 M * 5.9 M)														
<b>Ceiling Height</b>	9' (2.7M)														
<b>Maximum Number of People</b>	70														
<b>Contact</b>	Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com														
	<table border="1"> <thead> <tr> <th>Set up options</th> <th>Number of people</th> </tr> </thead> <tbody> <tr> <td>Theater</td> <td>70</td> </tr> <tr> <td>Classroom. Three people per 8' table</td> <td>30</td> </tr> <tr> <td>U Shape</td> <td>20</td> </tr> <tr> <td>Hollow Square</td> <td>25</td> </tr> <tr> <td>Rounds. Eight people per table</td> <td>40</td> </tr> <tr> <td>Reception</td> <td>70</td> </tr> </tbody> </table>	Set up options	Number of people	Theater	70	Classroom. Three people per 8' table	30	U Shape	20	Hollow Square	25	Rounds. Eight people per table	40	Reception	70
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**Set up options explained:**

**Theater**

Chairs are set up in rows, all facing the front. This set-up is used primarily for meetings where attendees do not have to take notes. It is an ideal set-up option for showing presentations or for a non-interactive internet seminar or broadcast.

**Classroom**

Long (6' or 8') tables are set up in rows with 3 or 4 chairs at each table, all facing the front. This set-up is used mainly for meetings where people are expected to take notes. It is an ideal set-up option for interactive presentations or training.

**U Shape**

Chairs are set up around a series of tables set up in a U shape. This set-up is used mainly for meetings where people have to interact with each other and take notes. It is an ideal set-up option for a group discussion and a smaller presentation.

**Hollow Square**

Chairs are set up around a series of central tables, which form a hollow square inside the tables. This set-up is used mainly for formal meetings where people have to interact with each other and take notes. It is an ideal set-up option for larger group discussions. It is not ideal for presentations, as people are facing each other across a table.

**Rounds**

Chairs are set up around a series of circular tables throughout the room. This set-up is used mainly for banquets, weddings, dinners, or social dining events. It is also used for larger meetings or retreats, with participants turning chairs toward a speaker or audio-visual presentation.

**Reception**

Participants stand and mingle during a reception-style event. Tables are used only for food and beverage or group materials.

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