



Carahsoft Conference & Collaboration Center

Event Planning Guide

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Event Space Set Up Styles

Event spaces are generally set into one of the following seating styles:

Classroom

Also known as “schoolroom seating”, this arrangement is in rows of tables with chairs facing the front of the room. Each person has a space for writing/laptop. Seating is arranged as two people per six-foot table, and tables can be equipped with power if requested.

Banquet

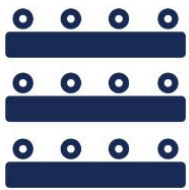
This arrangement is set in round tables with seating. Our banquet tables are 72 inches in diameter and seat 8-10 people around each table. Tables can be equipped with power if requested.

Lecture

Also known as “Theater,” this seating is set with chairs only arranged in rows facing the front of the room. Center aisles are set as needed. Chairs can be equipped with power if requested but it is not recommended.

U-Shape/Hollow Square

This arrangement typically is set with chairs around the outsides of the tables in a u-shape/square formation. Tables can be equipped with power if requested.



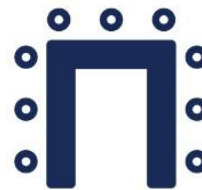
Classroom



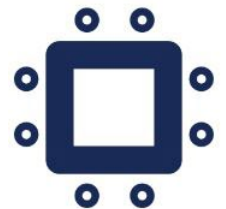
Banquet



Lecture



U-Shape



Hollow Square

Changes to Your Meeting/Event

Event Spaces

We require floor plans to be finalized 48 hours in advance, unless otherwise initially stated with our events team. Further changes/deadline requirements will be discussed during your first connect with our events team.

Conference Rooms

All conference rooms are set as is and are unable to be rearranged. Further changes/deadline requirements will be discussed during your first connect with our events team.

Audio Visual and Production

Event Spaces

After you have booked an event space, you will meet with our onsite AV team to discuss technical requirements for your event and all deliverable deadlines.

Conference Rooms

Discuss with your Carahsoft rep what AV requirements you have for your meeting when booking a room. We have a dedicated, onsite AV team that is available to assist in all conference rooms before/during your meeting.

Linens

Conference rooms have tables with finished surfaces. Linens not required or necessary.

In Event spaces, we have complimentary black linens for both rectangle and round tables. You will work with your assigned Event Coordinator to see whether linens are appropriate for your event.

All registration tables, exhibitor tables, catering tables, and banquet rounds will be covered with standard black linens during set up.

Room/Space Refreshes

Conference rooms will be refreshed before and after your meeting.

Event spaces will be refreshed throughout your event. This includes trash removal, beverage replenishment, catering removal, straightening of tables and chairs as needed.

HVAC

All conference rooms maintain a comfortable temperature dependent on the weather.

All event spaces maintain a comfortable temperature and will be adjusted dependent on the capacity of your event as needed.