

## Event Management General Information



### Facilities Available:

Bernardine Lecture Hall: Offers mounted LCD projector, built-in instructor station and sound system  
Theater style: approx. 250

Francis Hall Auditorium: Offers raised stage, mounted LCD projector, large ceiling mounted screen and sound system  
Theater style: approx. 275  
Round tables: approx. 200

Italian Room: Handicap accessible  
Seats 8 comfortably

Physical Education Center: Handicap accessible  
Available for recreational usage  
Available for special event usage

Equipment available: Offers built-in sound system  
Raised stage available in 4 x 8 sections  
ADA ramping available for stage  
Seating and standing choral risers

Theater style seating: approx. 1400 (Includes at least one set of bleachers)  
Round tables seating: approx. 400 - 500

Polish Room: Handicap accessible  
Seats 12 - 16 comfortably

Student Center Seminar Rooms: Handicap accessible  
Theater style: 100-110 maximum  
Round tables: approx. 88 people  
Stand up reception: approx. 150  
Classroom style: 48 – 72 maximum

Student Center Seminar Rooms individually: Theater style: 30 maximum  
Round tables: approx. 18 - 24  
Classroom: 16 – 20 maximum

Shander Room: Handicap accessible  
Small Square: Seats 16 – 20 comfortably  
Large Rectangle: Seats up to 30  
Triple I: Seats up to 40 comfortably  
Additional chairs available along perimeter of room

Upland Center Community Room: Handicap accessible  
Rectangle: Seats up to 24  
Classroom: Seats up to 24 comfortably  
Theater style: Seats up to 45

Upland Center Seminar Room: Handicap accessible  
Rectangle: Seats 32 - 36  
Classroom: Seats up to 40 comfortably  
Theater style: Seats up to 60

### Conferencing Capabilities:

Housing: 600+ beds  
Door Access/Meal Plans: Set up in conjunction with ID card

Miscellaneous equipment: LCD projector, overhead projector, screen, laptop, flipcharts, easels, amplification, etc.  
Miscellaneous banquet items: Silk centerpieces, candle holders, mirrors, folding chairs, etc.