

Team Building Session Room Set Up & Space Requirements

| Headcount | Room Size | # Flip Charts | # Easels |
|-----------------|-------------------------------|---------------|----------|
| Up to 10 people | 1000 sq. ft. | 2 | 2 |
| 10 - 30 people | 2000 sq. ft. | 3 | 3 |
| 30 - 40 people | 2500 sq. ft. & outdoor access | 6-7 | 6-7 |

^{*}For information about groups of 50 or more, please call CMI at 708-383-7970

Small Table







Arrange the chairs in theater style in the front half of the room facing the small table

Please leave an aisle down the center

Leave the back half of the room open and available for initiatives







6 Ft. Table

Other Needs:

- We request water in the room at all times.
- We request that flipcharts be in the room ½ hour before the session begins.
- If lunch is being served, there should be additional tables either in the front or in the back for people to sit at.