



WILLIAM PHILIP HALL

Layout Samples Packet



TABLE OF CONTENTS

William Philip Hall (WPH)

<u>Banquet layouts</u>	6
<u>Fair layouts</u>	11
<u>Lecture/Theater layouts</u>	13
<u>U-Shape & Hollow Square layouts</u>	15
<u>Classroom layouts</u>	17
<u>Unique layouts</u>	18

Milgard Assembly Room (MAR)

<u>Banquet layouts</u>	25
<u>Fair layouts</u>	27
<u>Lecture/Theater layouts</u>	28
<u>U-Shape & Hollow Square layouts</u>	30
<u>Classroom layouts</u>	32

Jane T. Russell Commons (JTR/JRC)

<u>Banquet layouts</u>	34
<u>Fair layouts</u>	36
<u>Lecture/Theater layouts</u>	37
<u>U-Shape & Hollow Square layouts</u>	38
<u>Classroom layouts</u>	40

Kopp Gallery & Columbia Bank Lobby

<u>Kopp Gallery layouts</u>	43
<u>Columbia Bank Lobby layouts</u>	44

Stage (Milgard Assembly Room only)

<u>Stage layouts</u>	46
<u>Stage ADA Ramp</u>	47



William Philip Hall (WPH): All Four Spaces

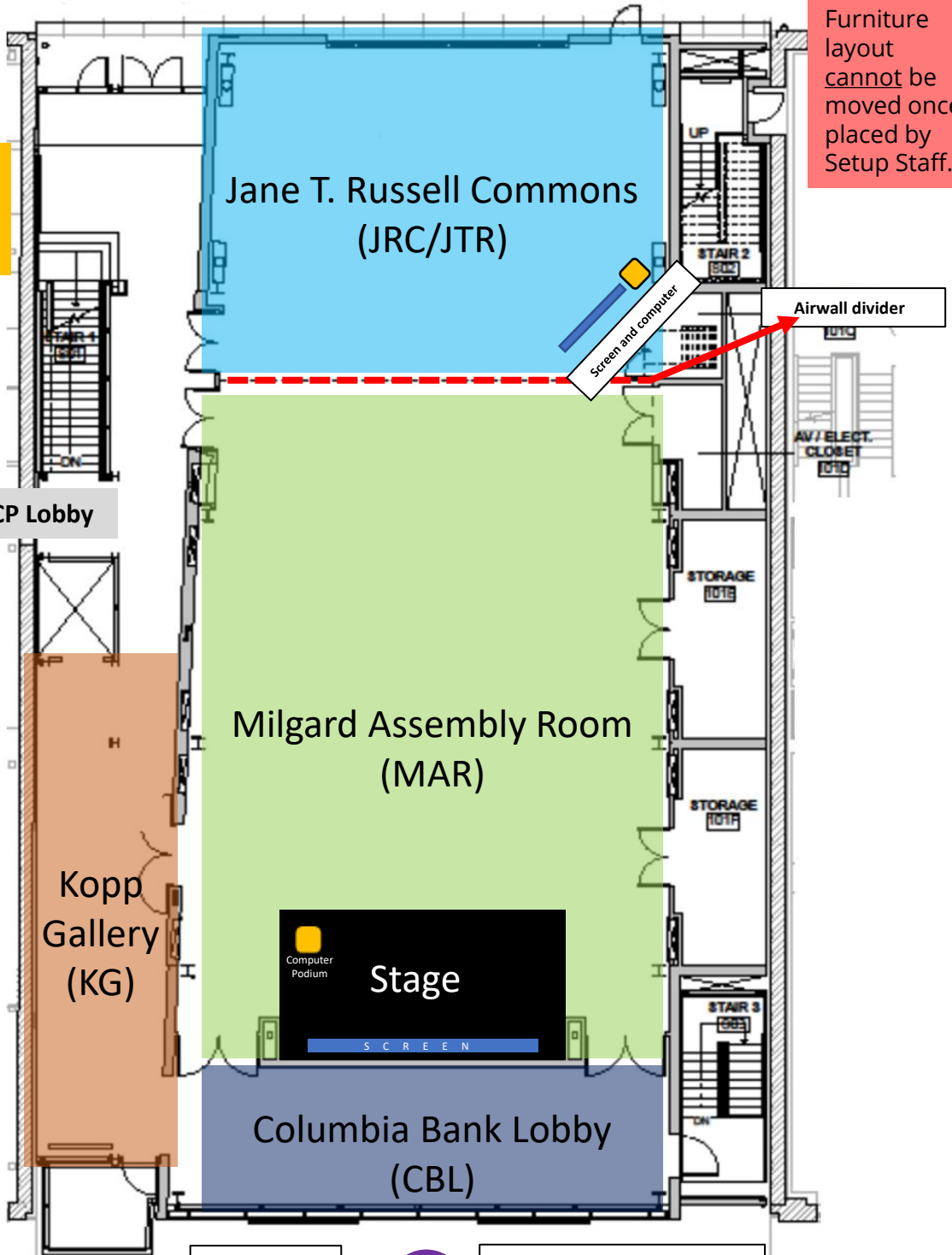
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Click the areas to jump to their space-specific layouts

Furniture layout cannot be moved once placed by Setup Staff.

← TO CP Lobby



Bistro Tables
Available – 8

72" Diameter Round Tables
Available – 30

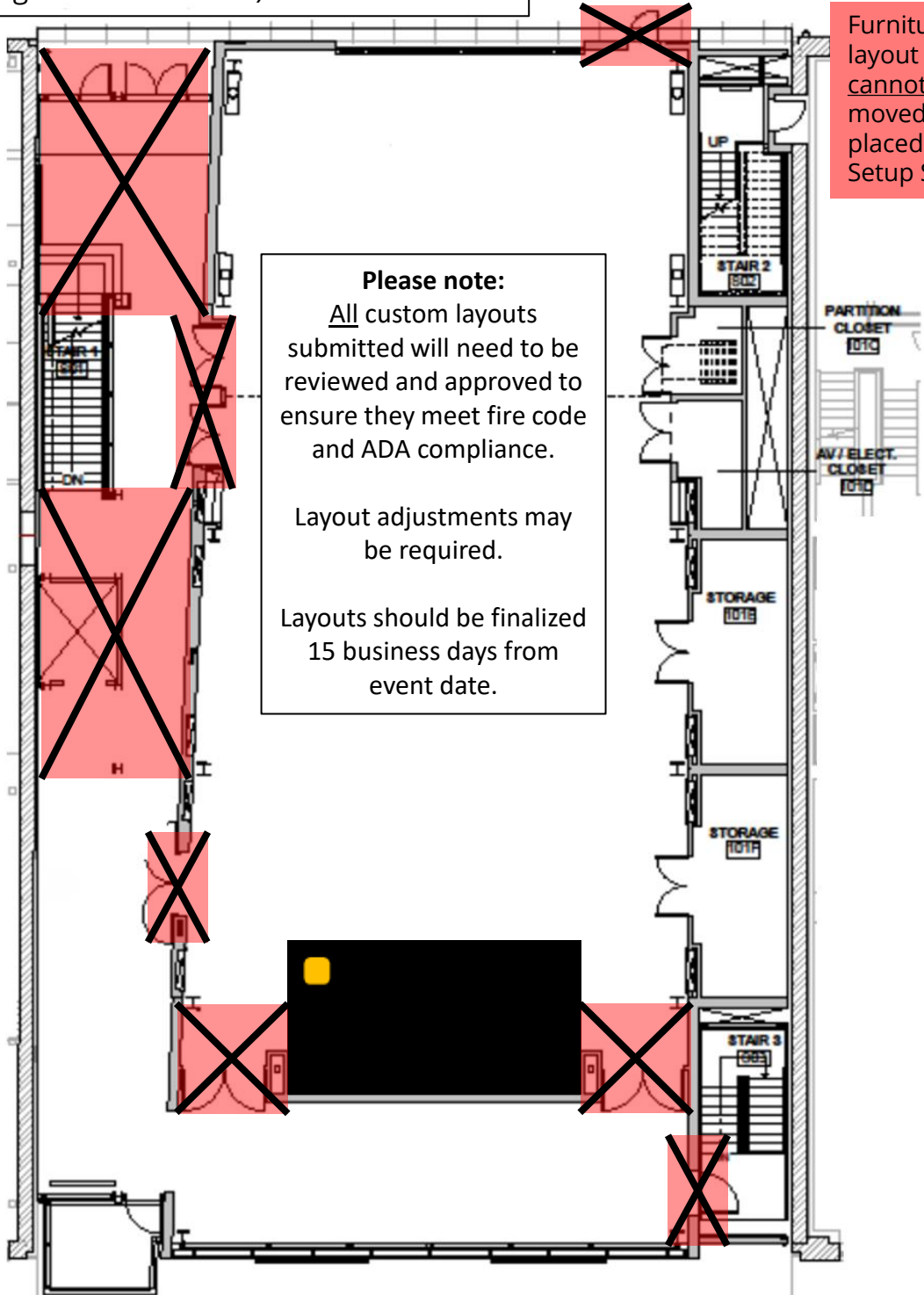
6' Long Tables
Available – 50

Chairs (Not every chair needs to be depicted. Describe # of chairs needed per table, area, or section)

RESTRICTED AREAS:

Fire exits, entry ways, narrow hallways, and stairwells — all of these areas must retain clearance. NO furniture can be placed in these areas (highlighted in red boxes).

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



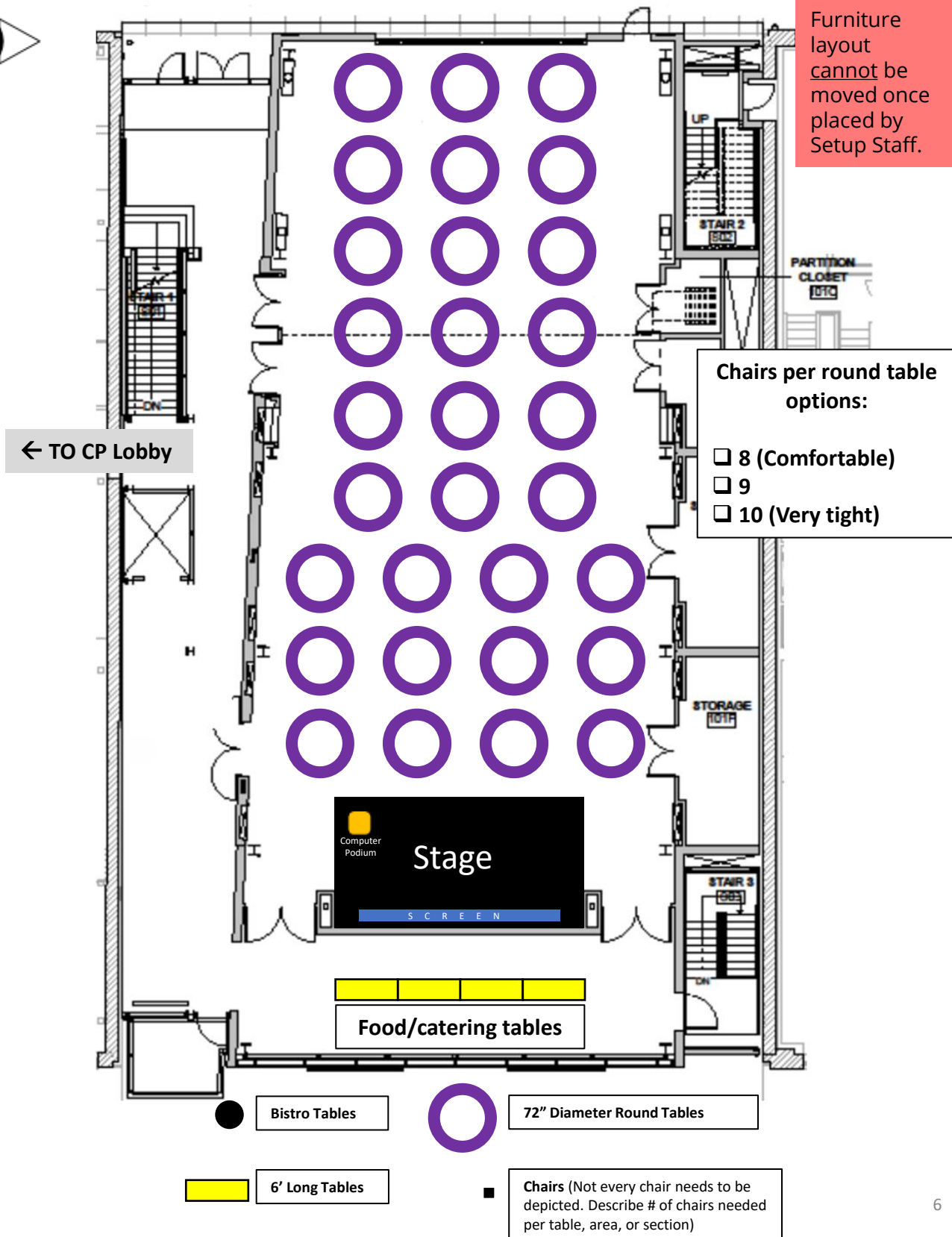
Furniture layout cannot be moved once placed by Setup Staff.

**WILLIAM
PHILIP HALL**
Layout Samples

William Philip Hall (WPH): All Four Spaces

Maximum Banquet: 30 round tables
Seating range: 240–300

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



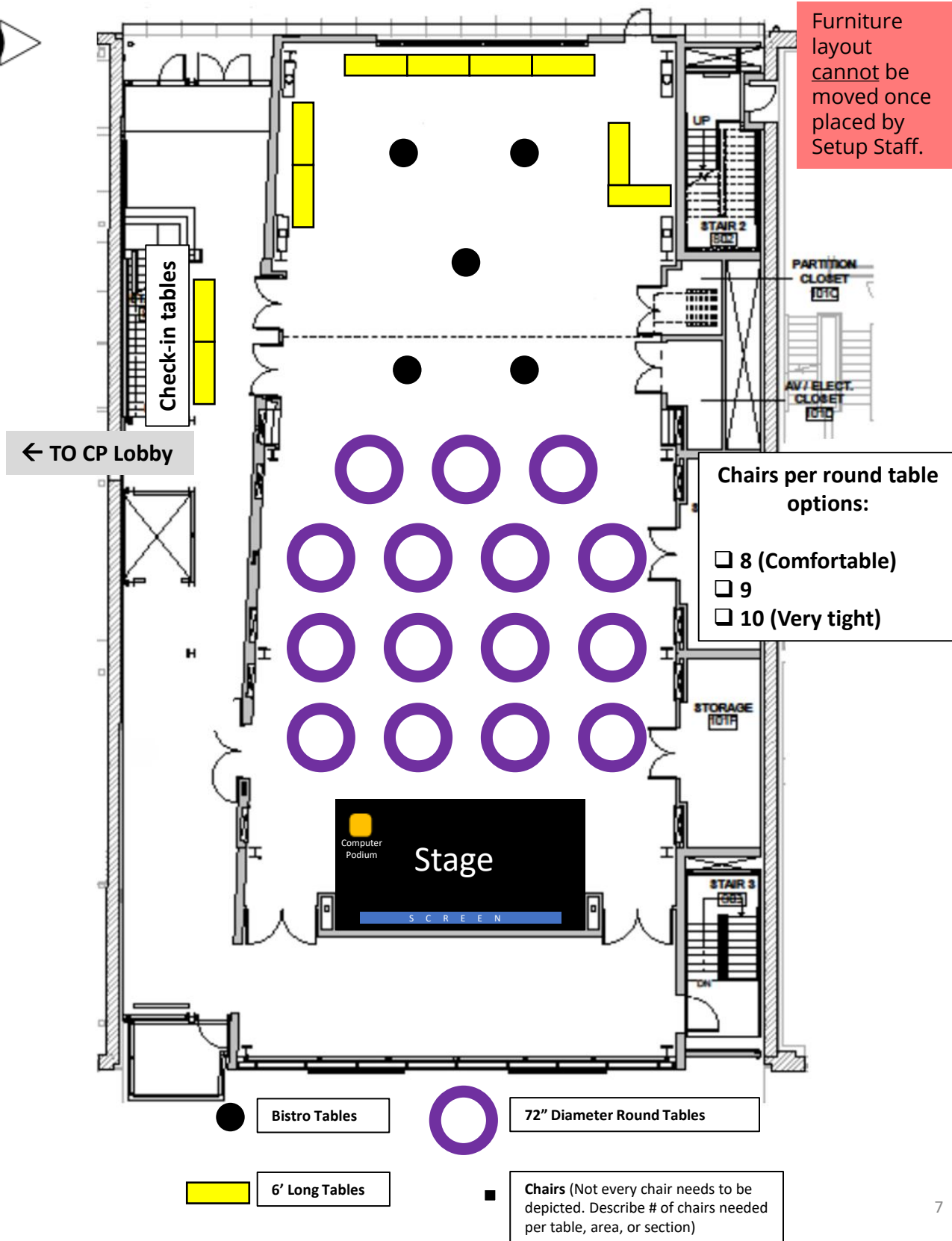
William Philip Hall (WPH): All Four Spaces

Banquet: 15 round tables with mixer area.
Seating range: 120–150

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.



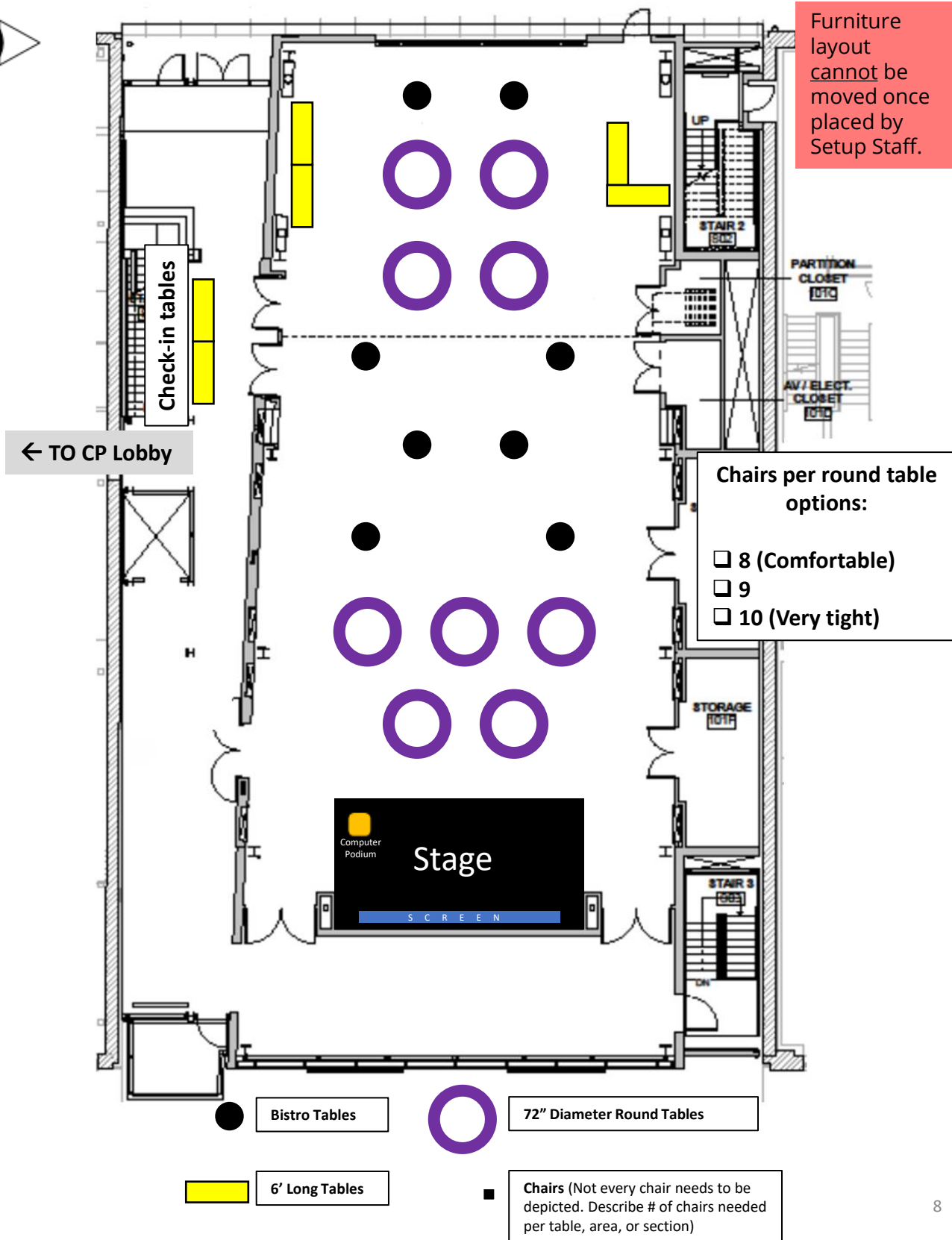
William Philip Hall (WPH): All Four Spaces

Banquet: 9 round tables with mixer areas.
Seating range: 72-90 seats

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.



William Philip Hall (WPH): All Four Spaces

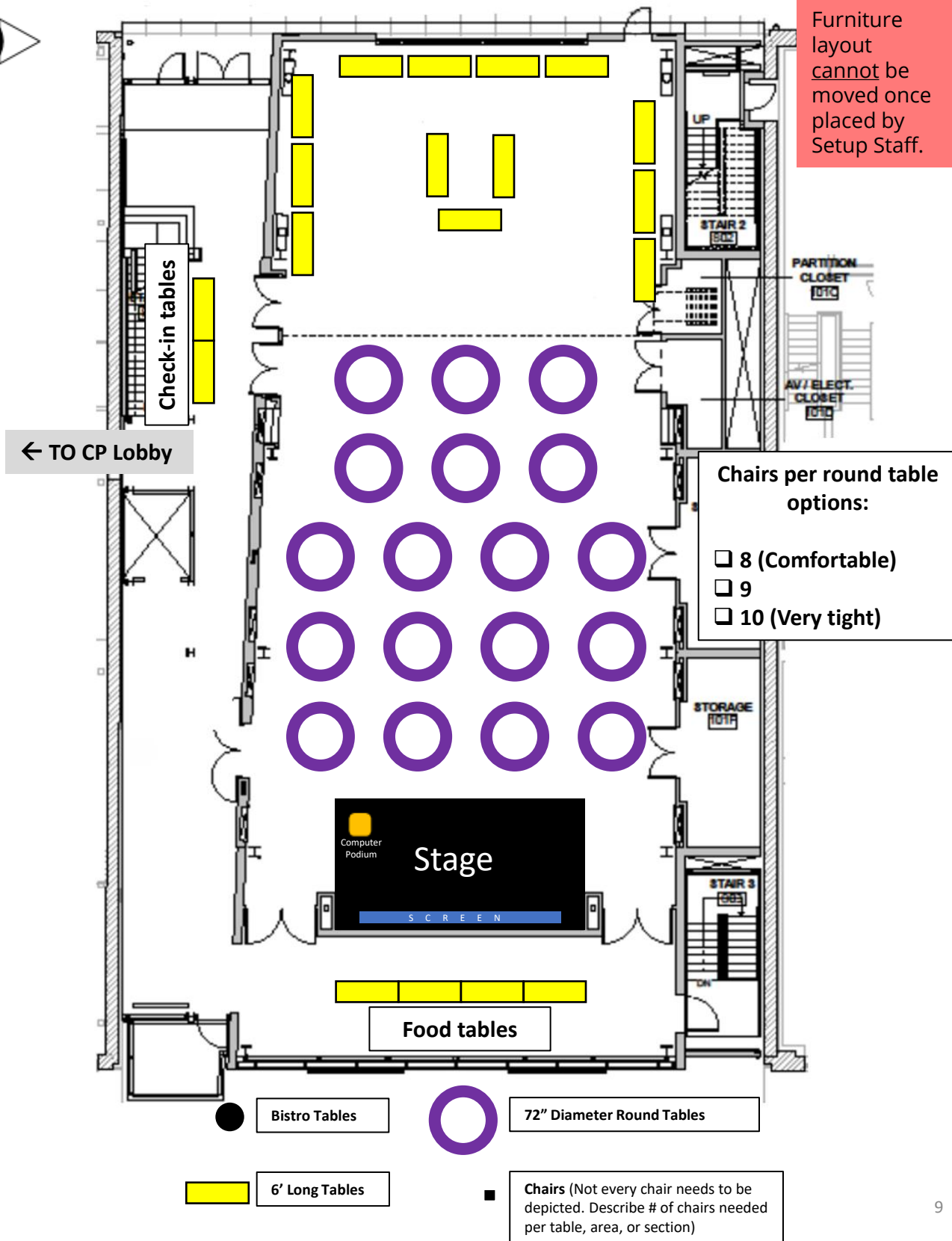
Banquet: 18 round tables with 13 long tables for mini fair area.

Seating range: 144–180 (banquet area)

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.



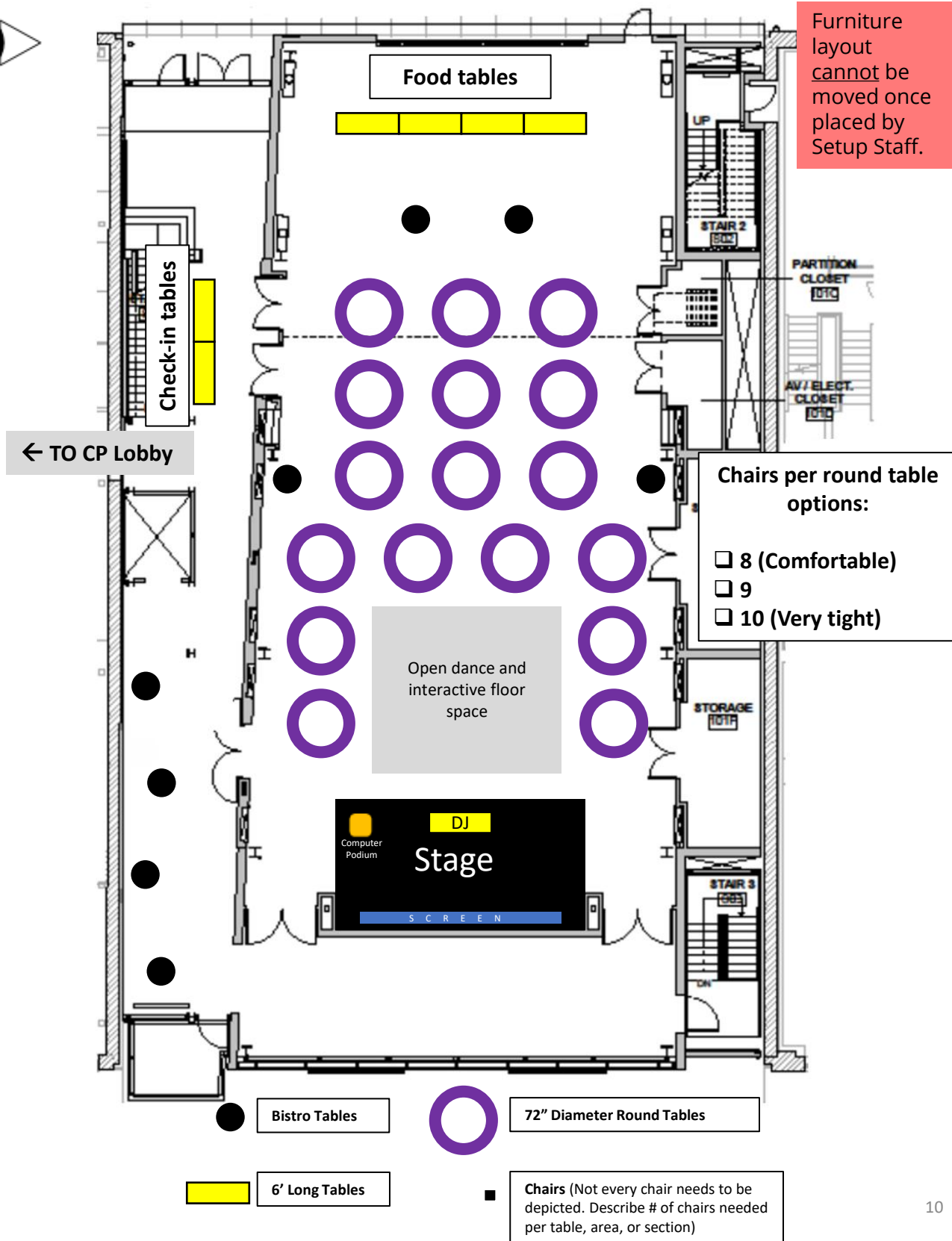
William Philip Hall (WPH): All Four Spaces

Banquet: 17 round tables with open floor space.
Seating range: 136–170

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.



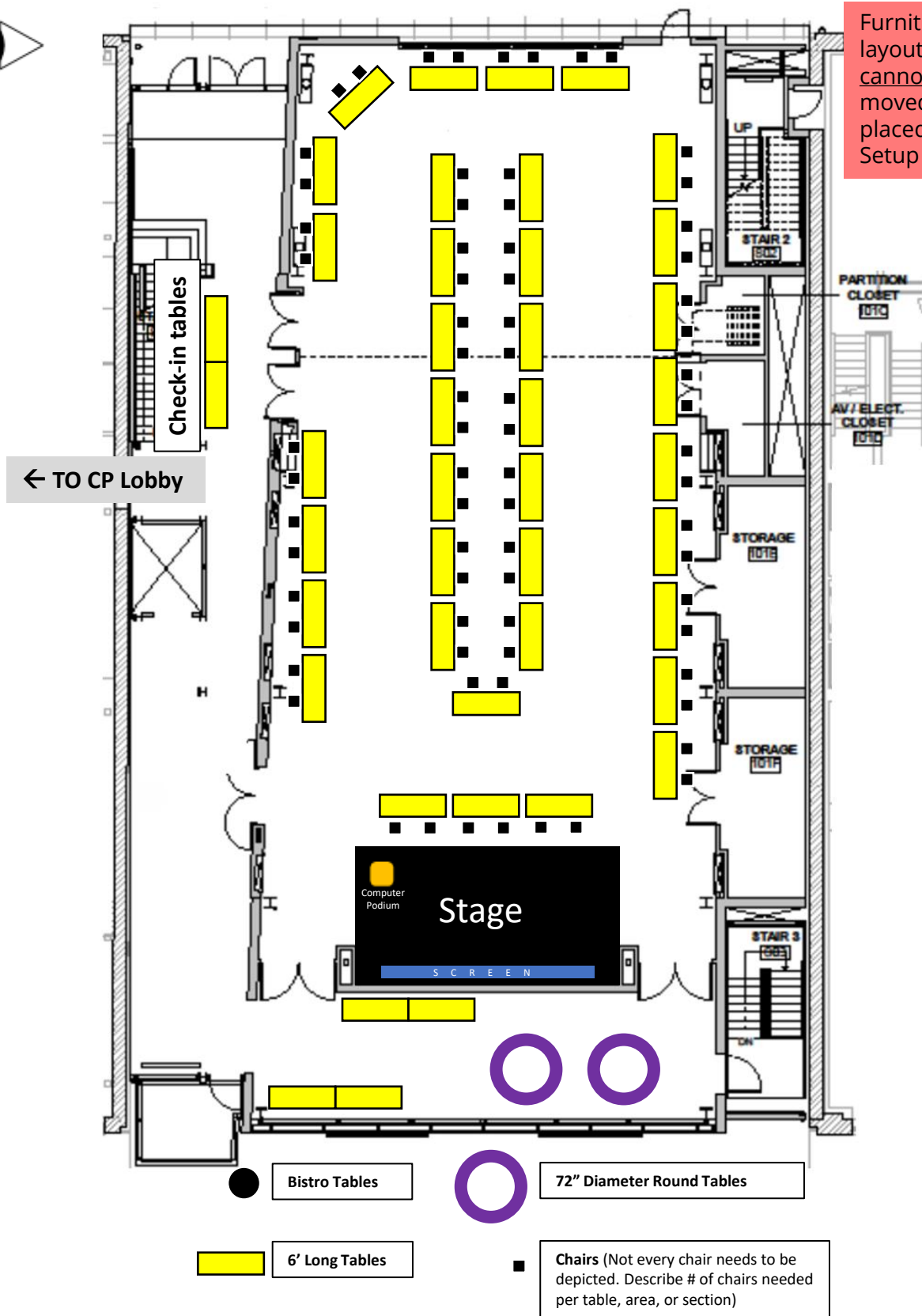
William Philip Hall (WPH): All Four Spaces

Maximum Fair: 37 long tables with 2 chairs each + lobby/break area

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



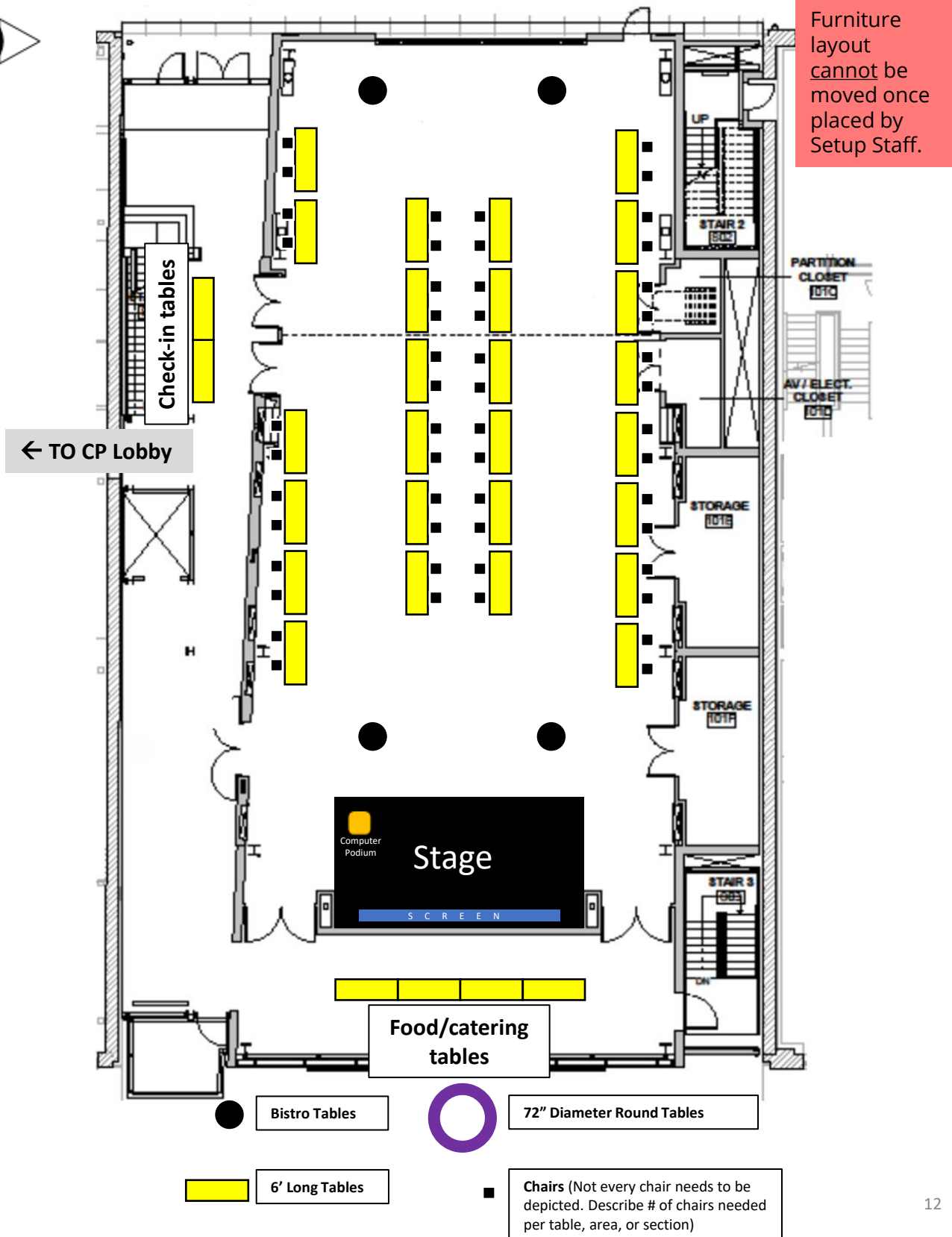
Furniture layout cannot be moved once placed by Setup Staff.



William Philip Hall (WPH): All Four Spaces

Fair: 26 long tables with 2 chairs each

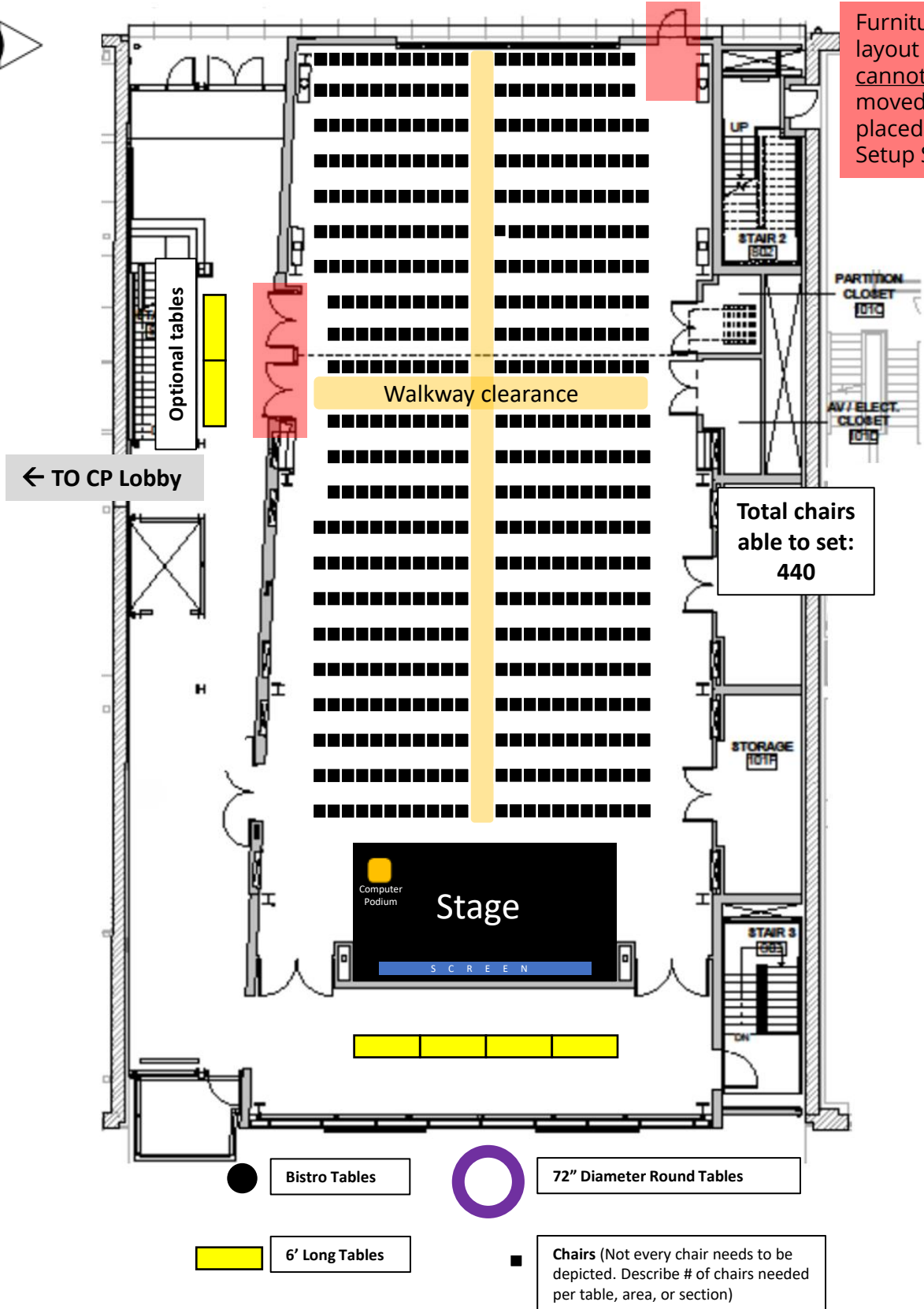
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



William Philip Hall (WPH): All Four Spaces

Maximum Lecture/Theater: 440 chairs

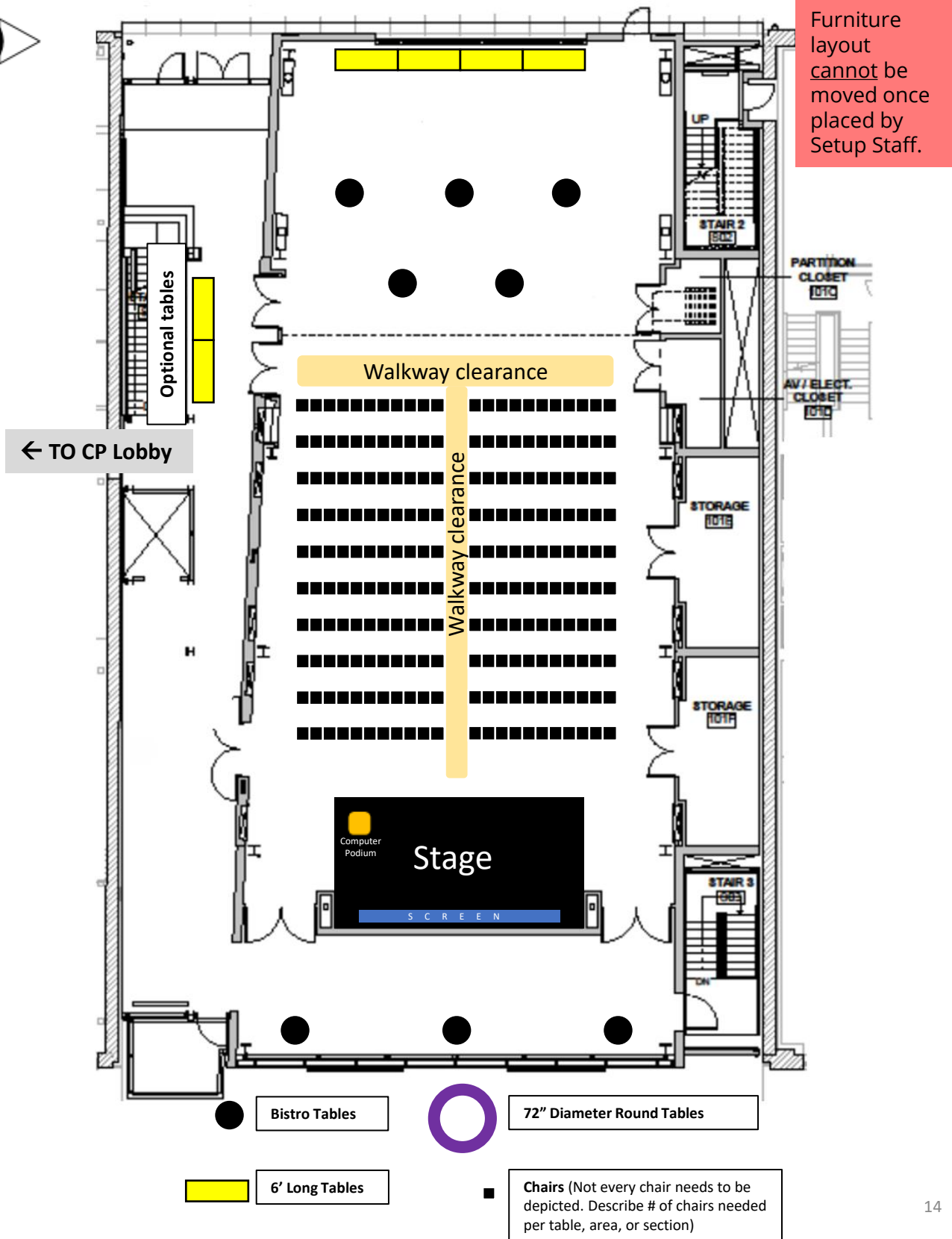
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



William Philip Hall (WPH): All Four Spaces

Lecture/Theater: 220 chairs with mixer area

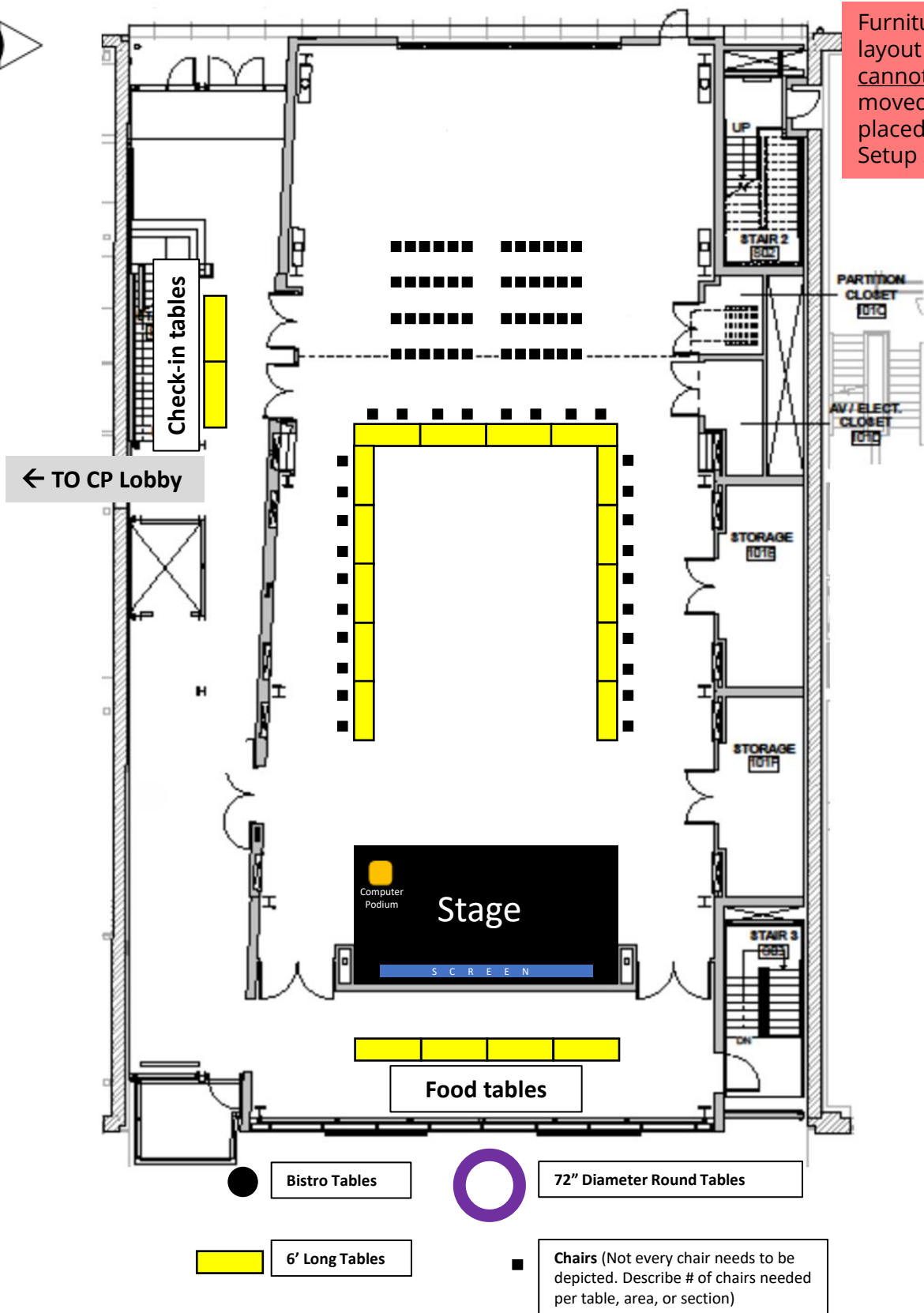
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



William Philip Hall (WPH): All Four Spaces

U-Shape: 12 long tables with 2 chairs each; 48 chairs for public seating section

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



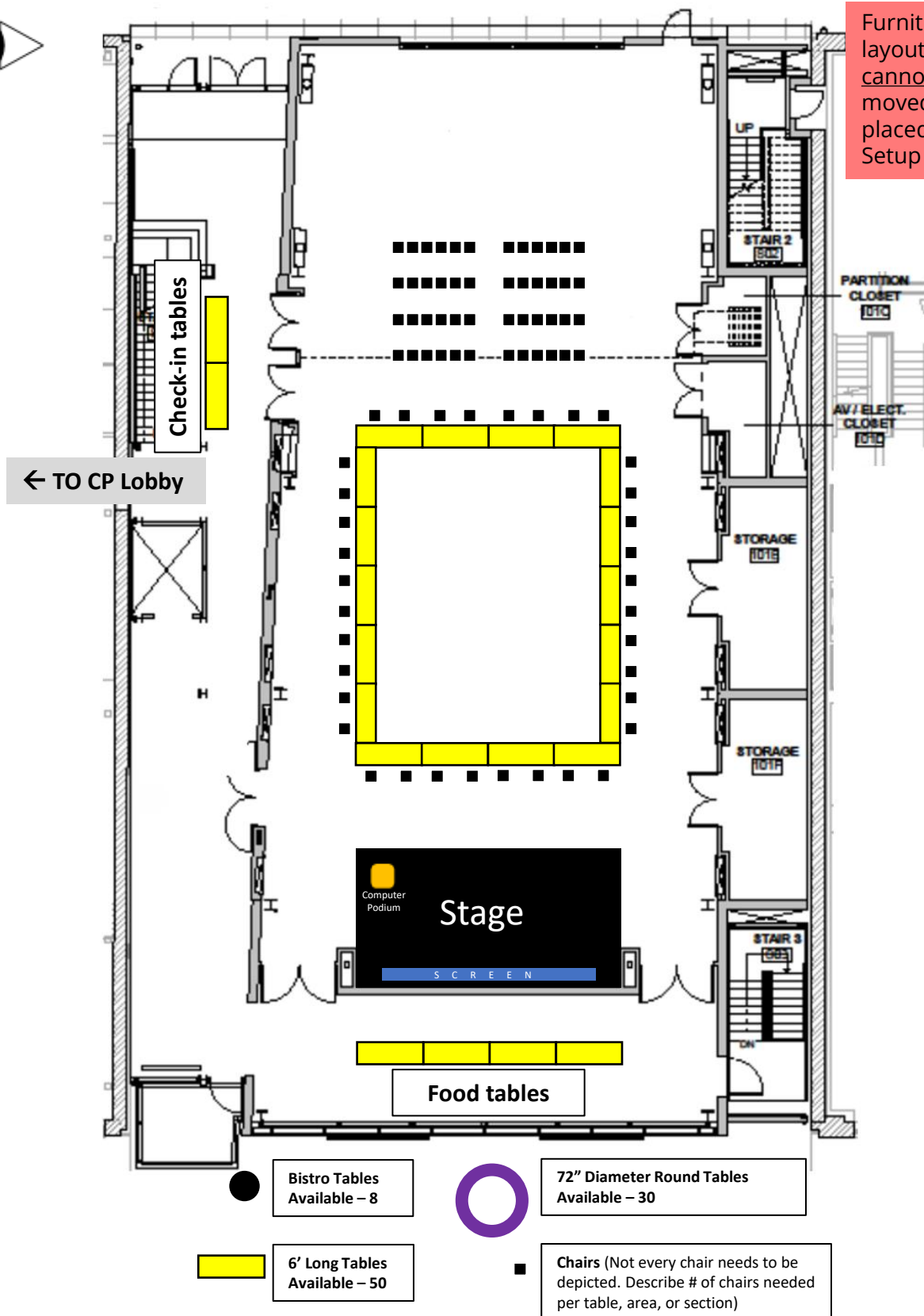
William Philip Hall (WPH): All Four Spaces

Hallow Square: 18 long tables with 2 chairs each;
48 chairs for public seating section

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



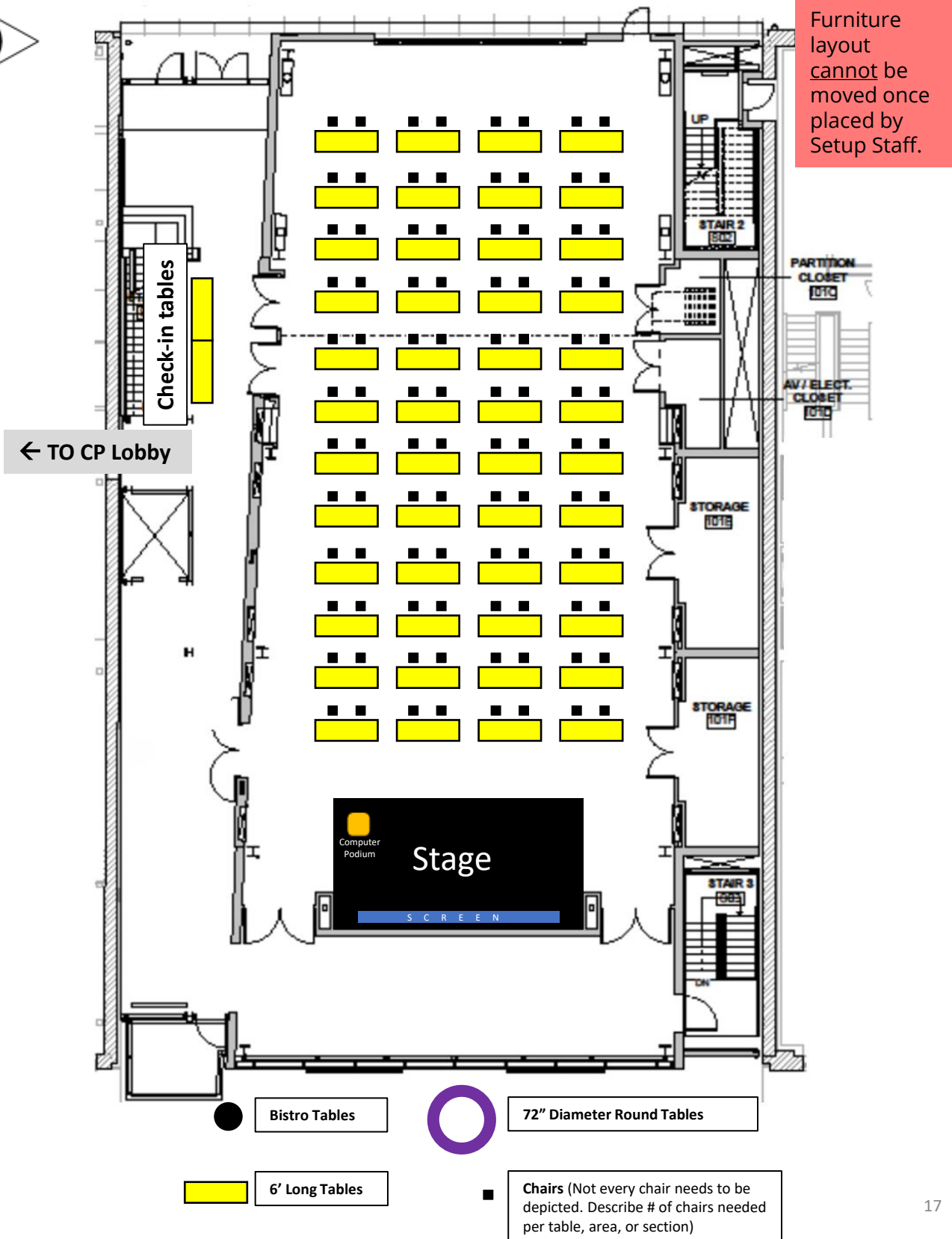
Furniture layout cannot be moved once placed by Setup Staff.



William Philip Hall (WPH): All Four Spaces

Classroom: 48 tables with 2 chairs each; 96 total

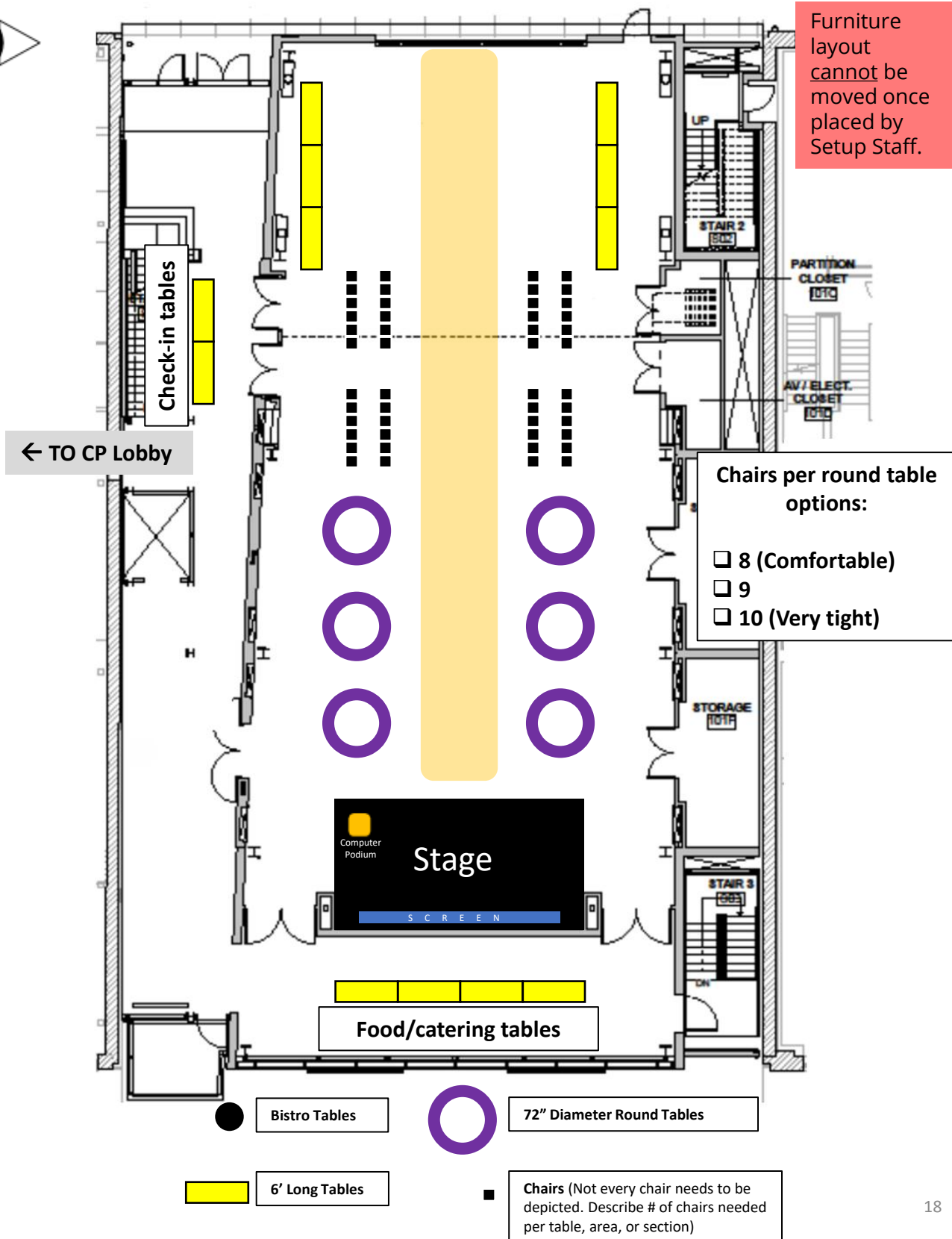
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



William Philip Hall (WPH): All Four Spaces

Unique Layout: "Runway Aisle"

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

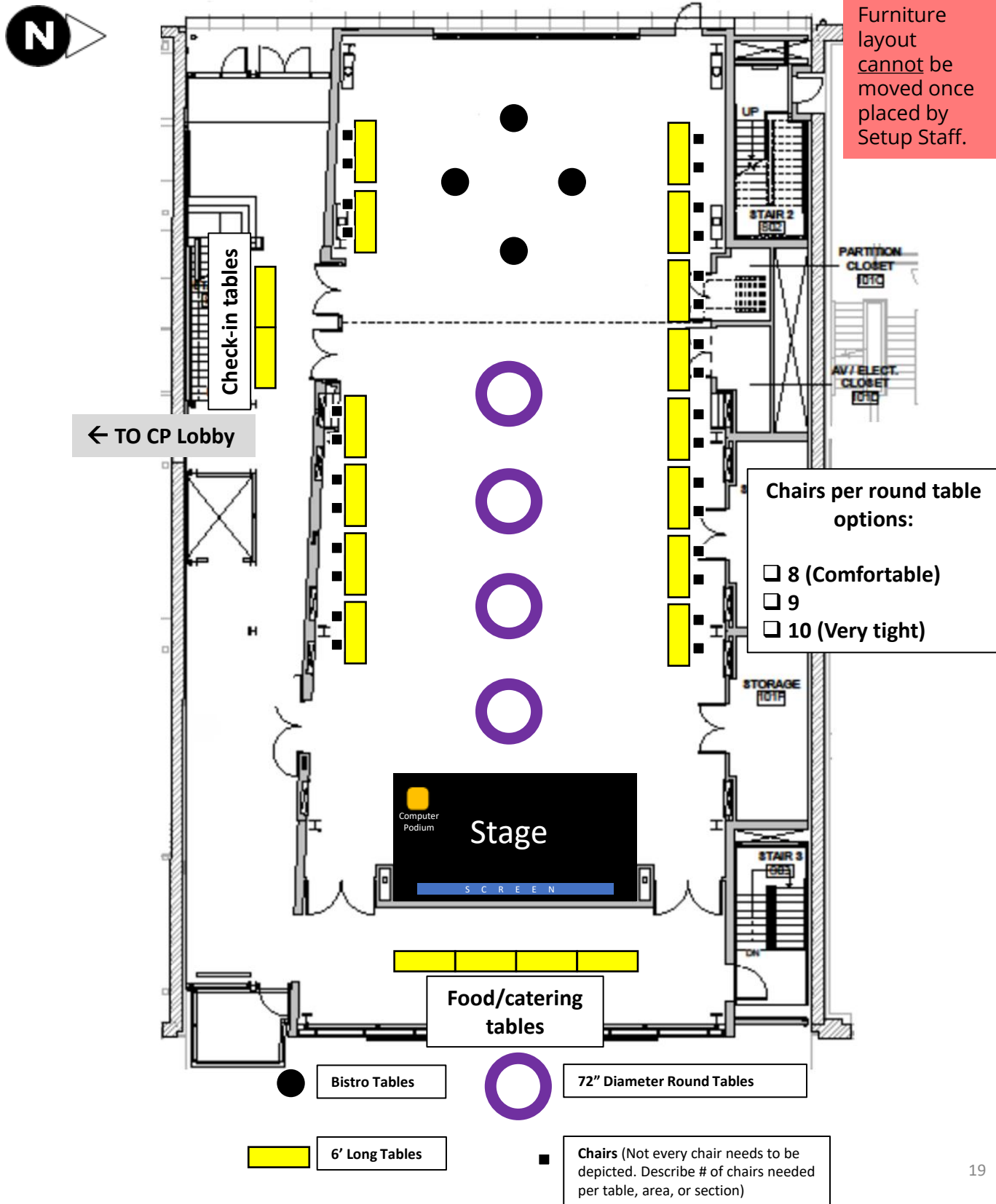


Furniture layout cannot be moved once placed by Setup Staff.

William Philip Hall (WPH): All Four Spaces

Unique Layout: "Maker's Fair"

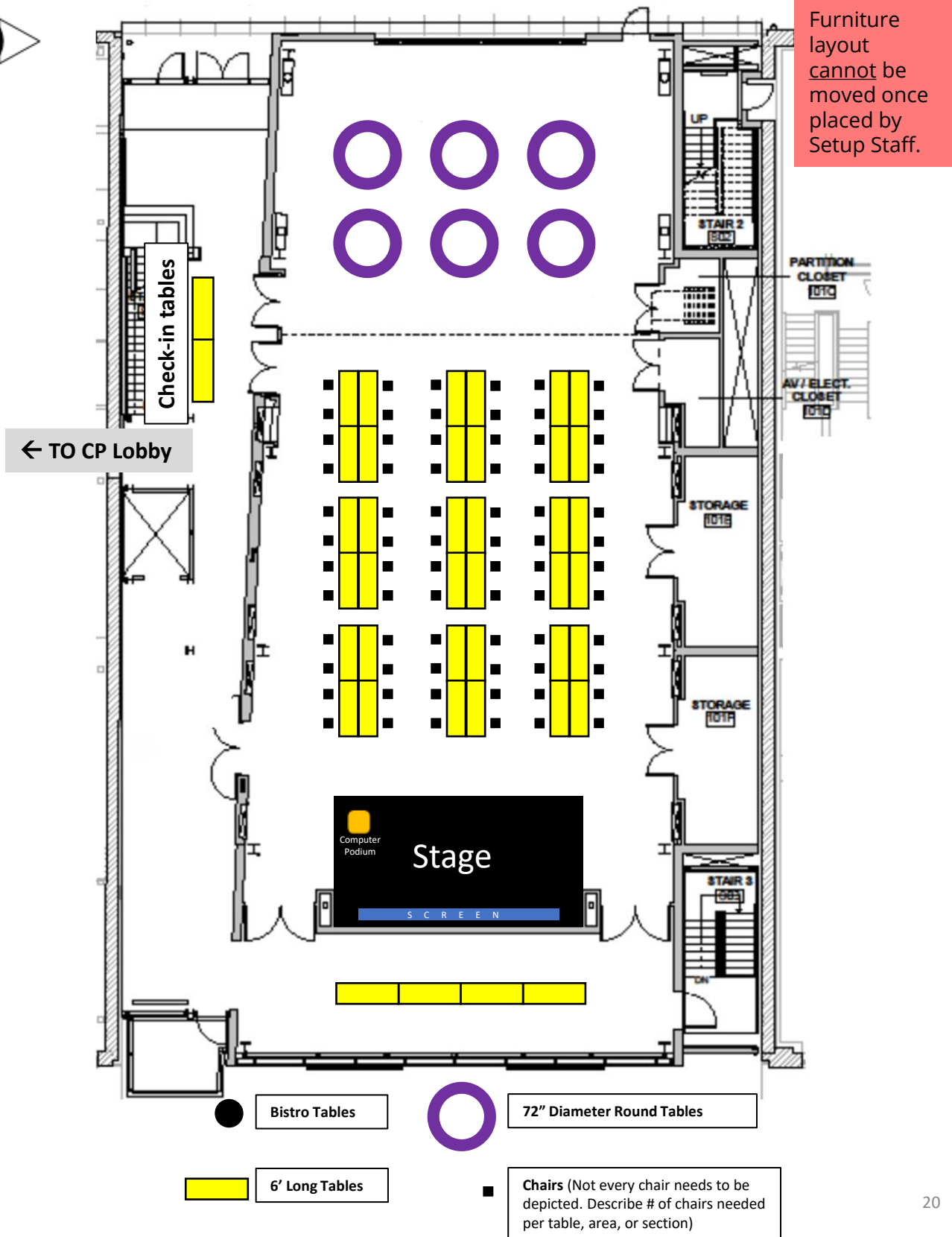
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



William Philip Hall (WPH): All Four Spaces

Unique Layout: "Cafeteria"

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.

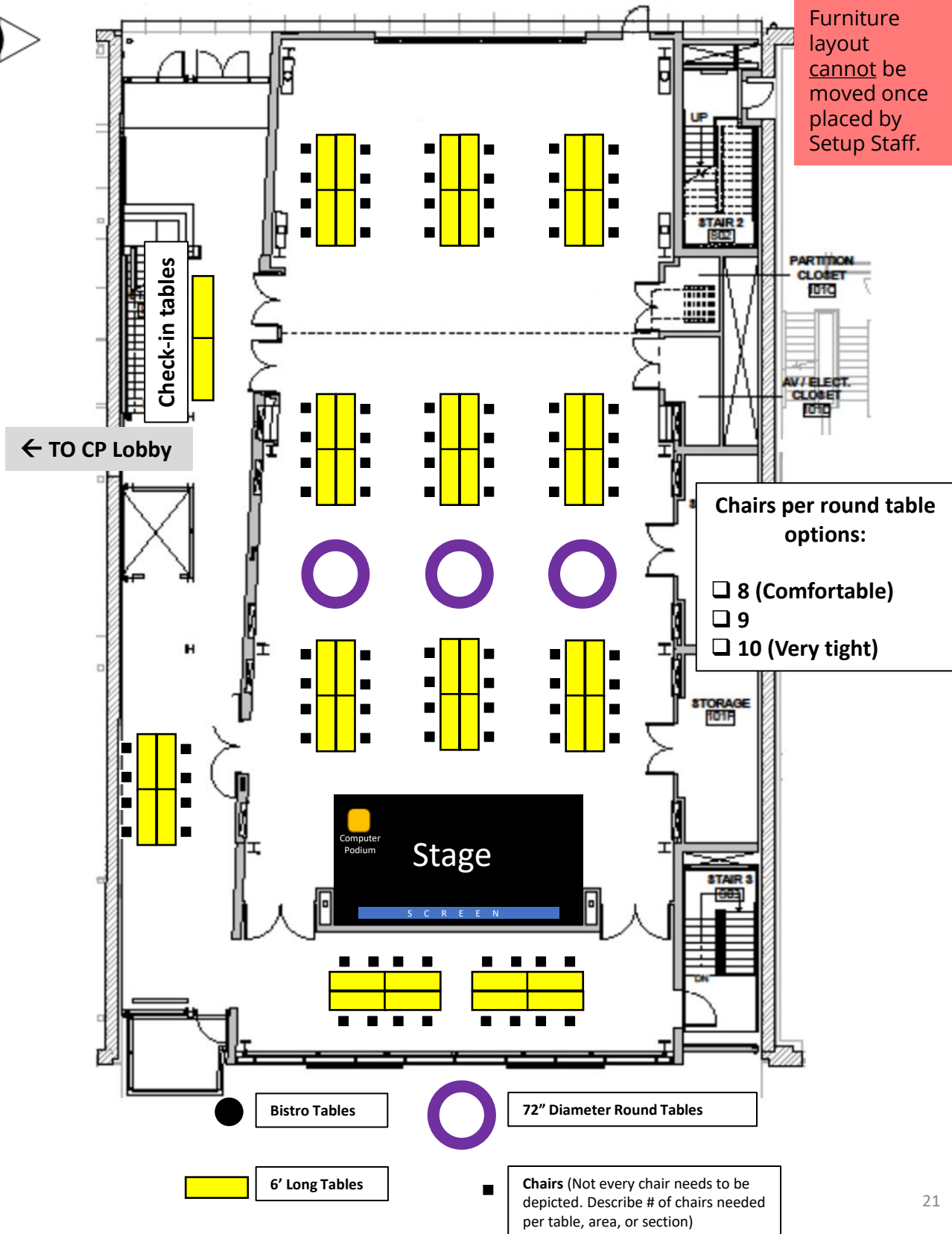
William Philip Hall (WPH): All Four Spaces

Unique Layout: "Collaborative/Breakouts"

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



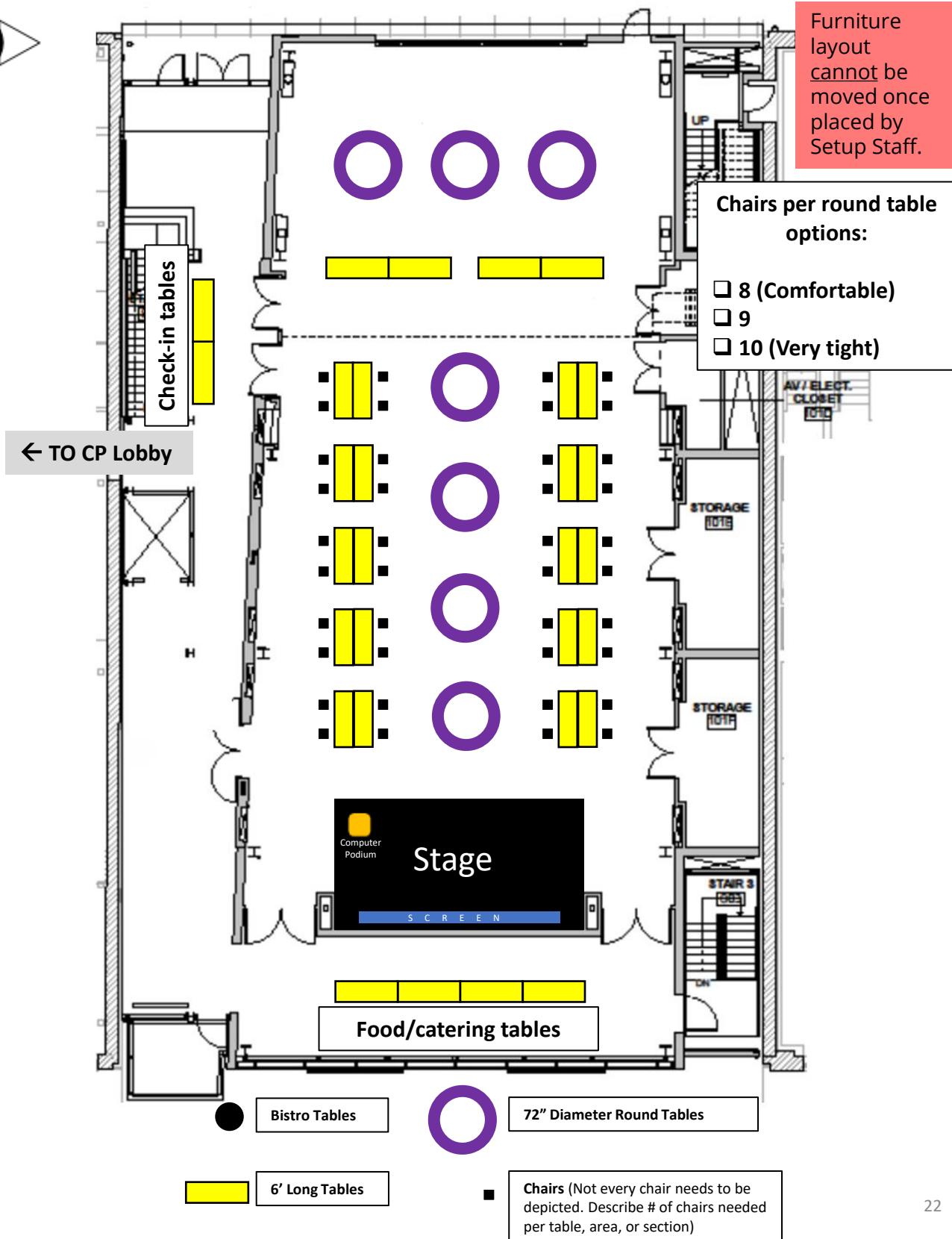
Furniture layout cannot be moved once placed by Setup Staff.



William Philip Hall (WPH): All Four Spaces

Unique Layout: "Hubs/Workshop"

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.

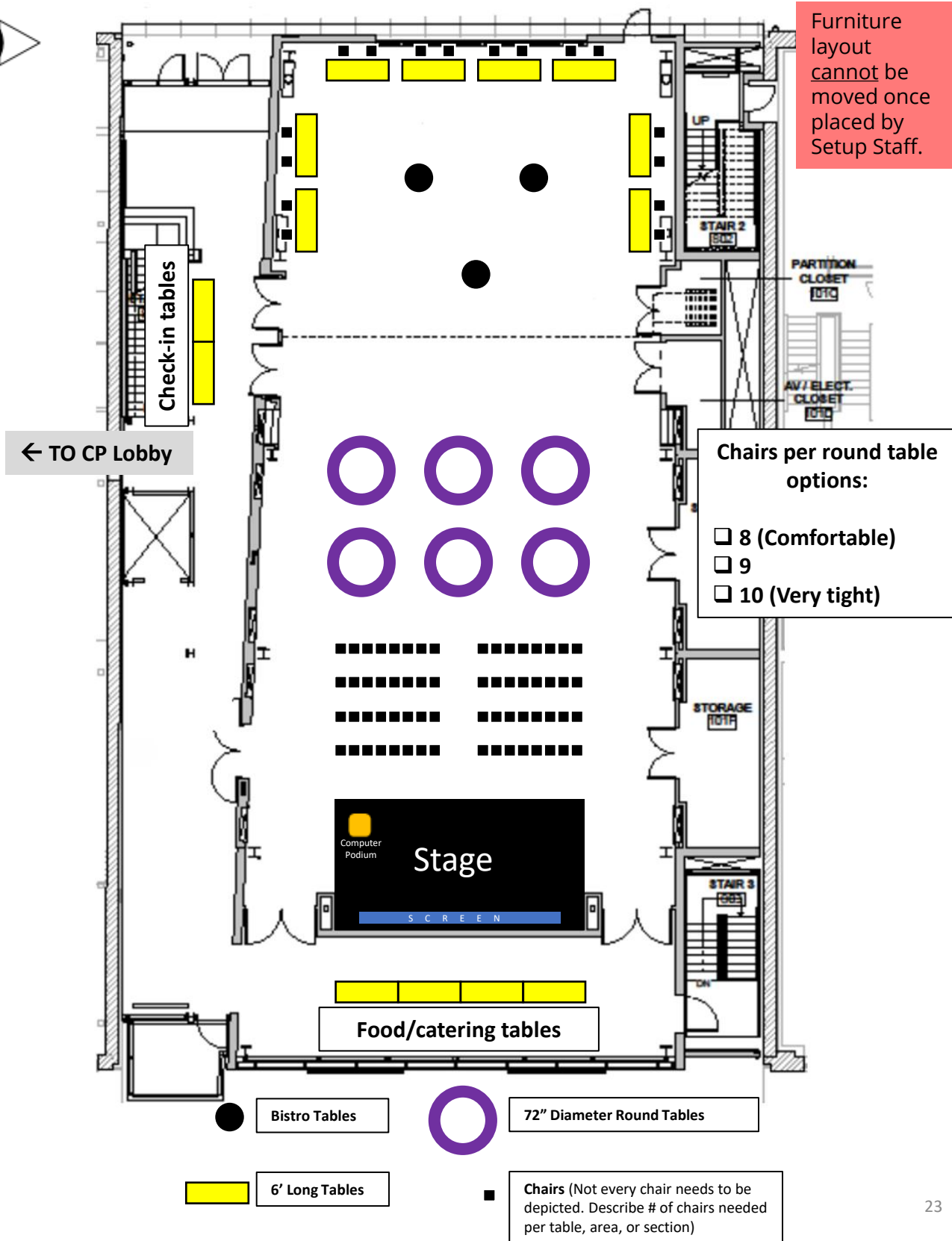
William Philip Hall (WPH): All Four Spaces

Unique Layout: "The Works"

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.



Chairs per round table options:

- ☐ 8 (Comfortable)
- ☐ 9
- ☐ 10 (Very tight)

MILGARD ASSEMBLY ROOM

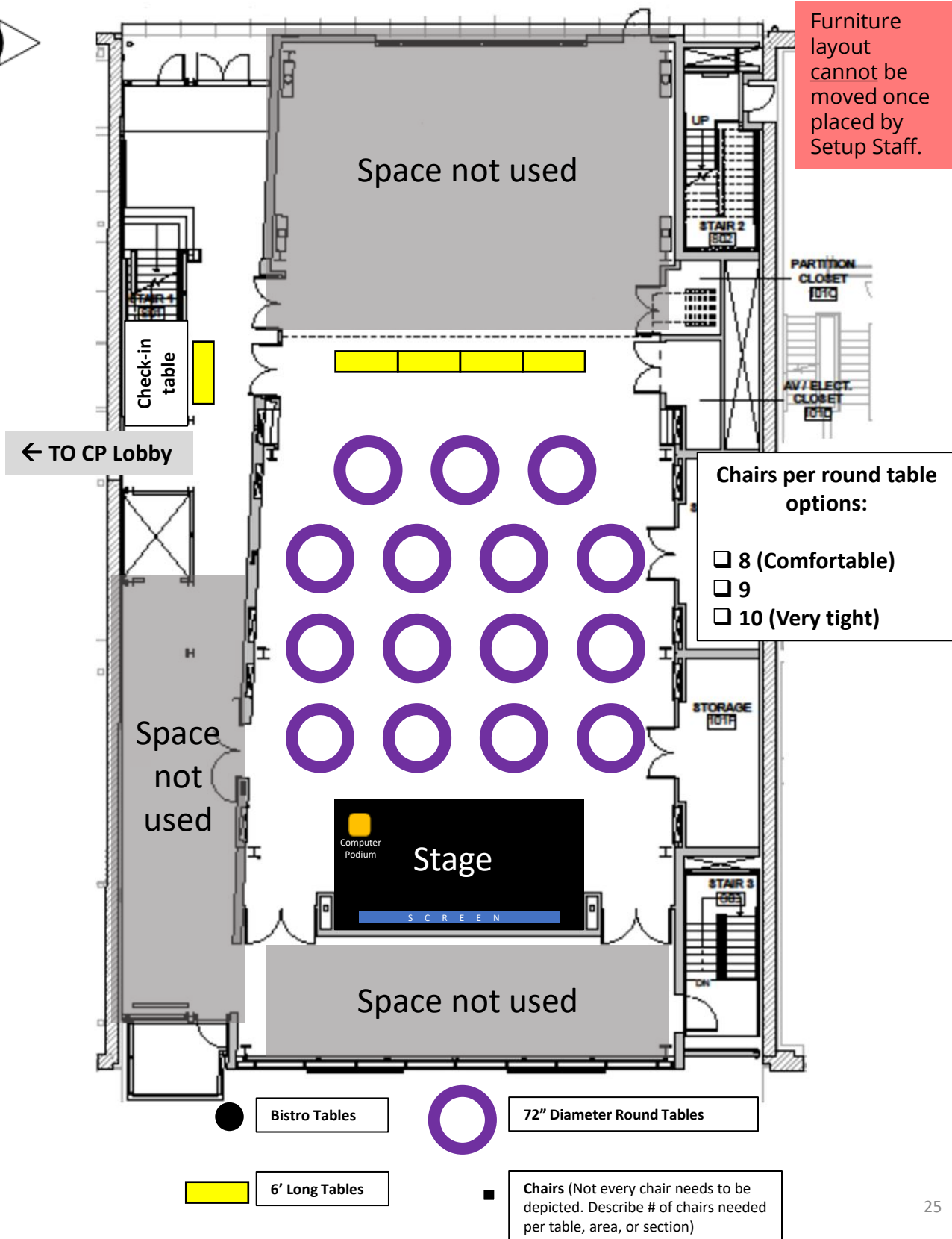
Layout Samples



Milgard Assembly Room (MAR)

Banquet: 15 round tables
Seating range: 120–150

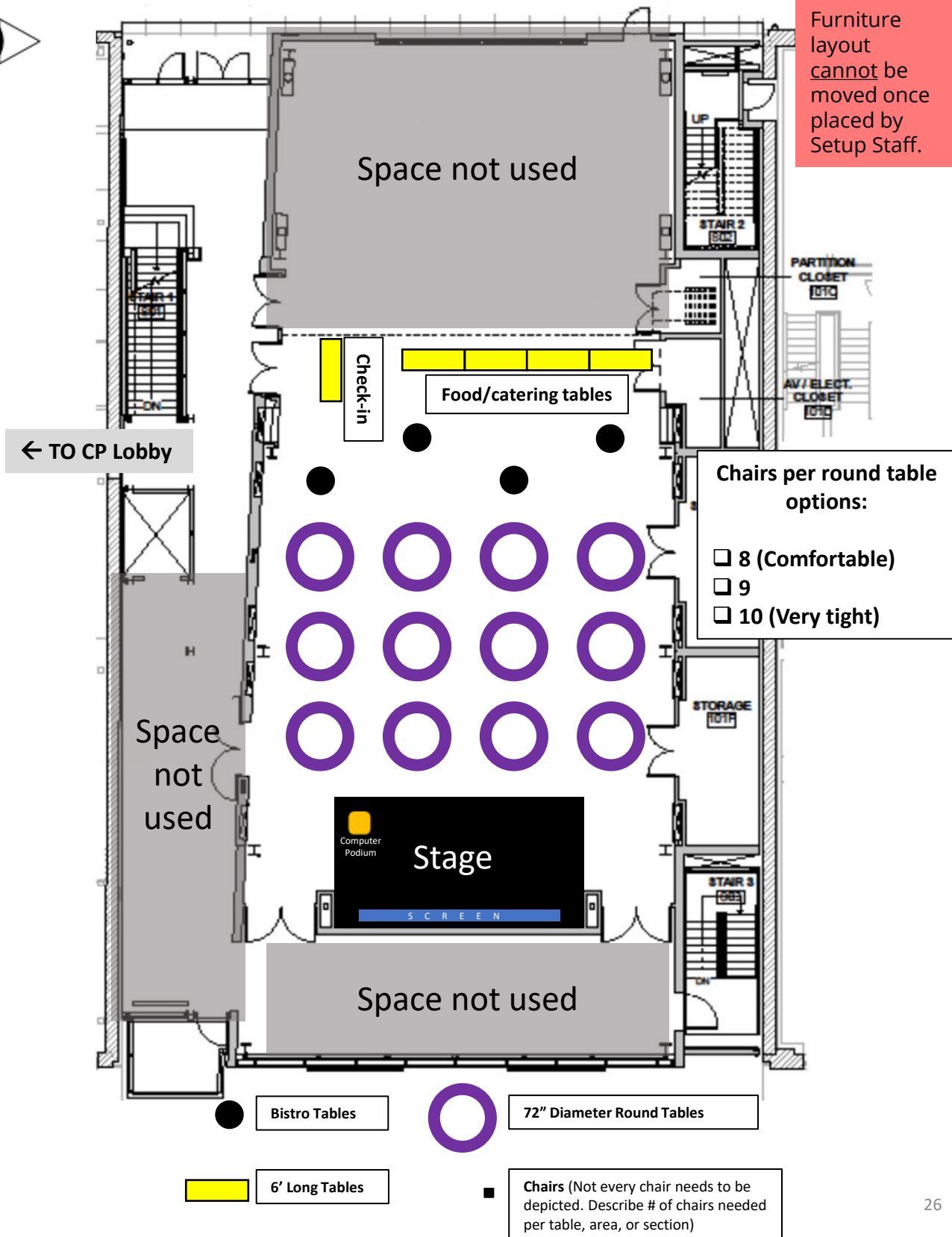
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Banquet: 12 round tables with mixer area.
Seating range: 96–120

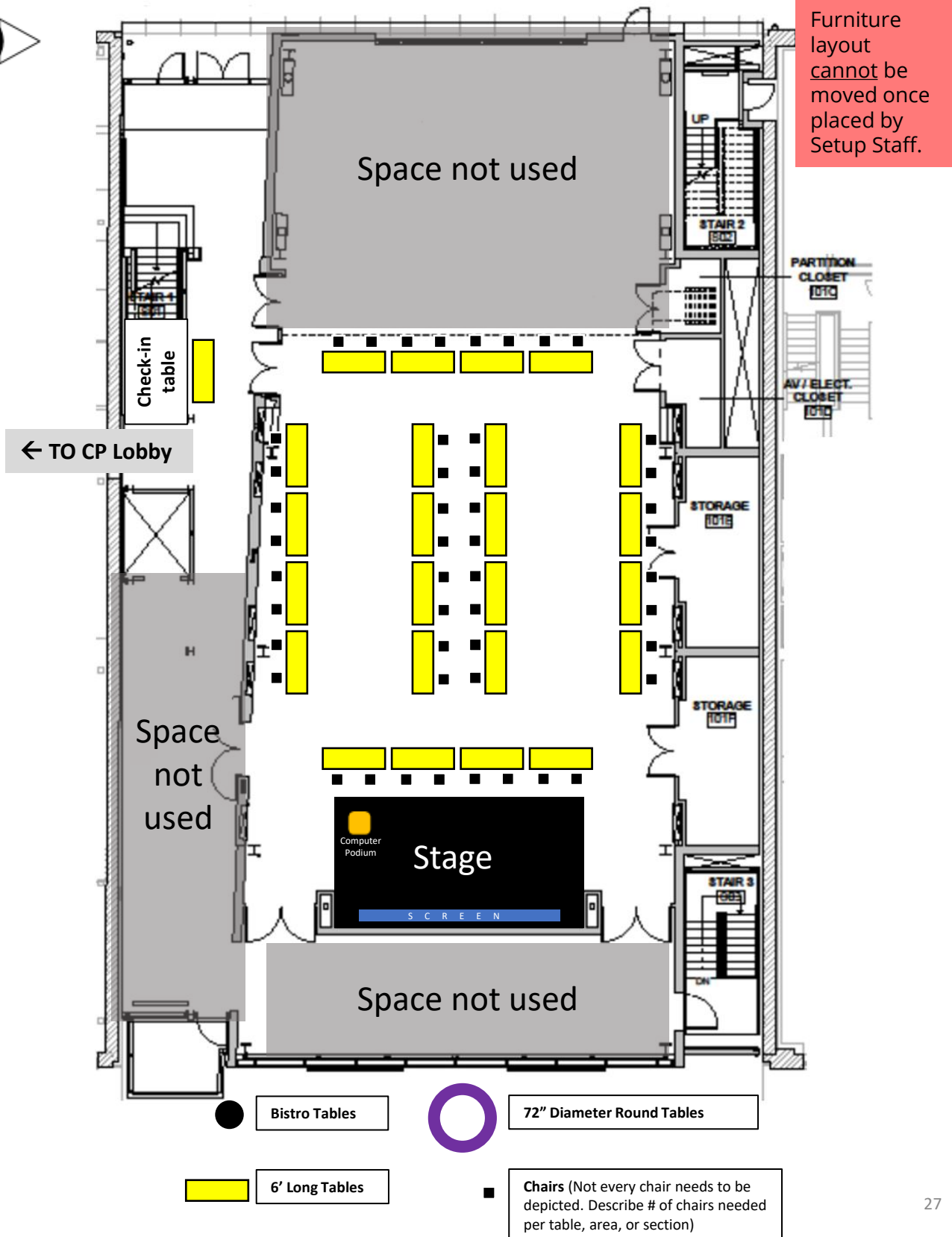
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Fair: 24 long tables with 2 chairs each

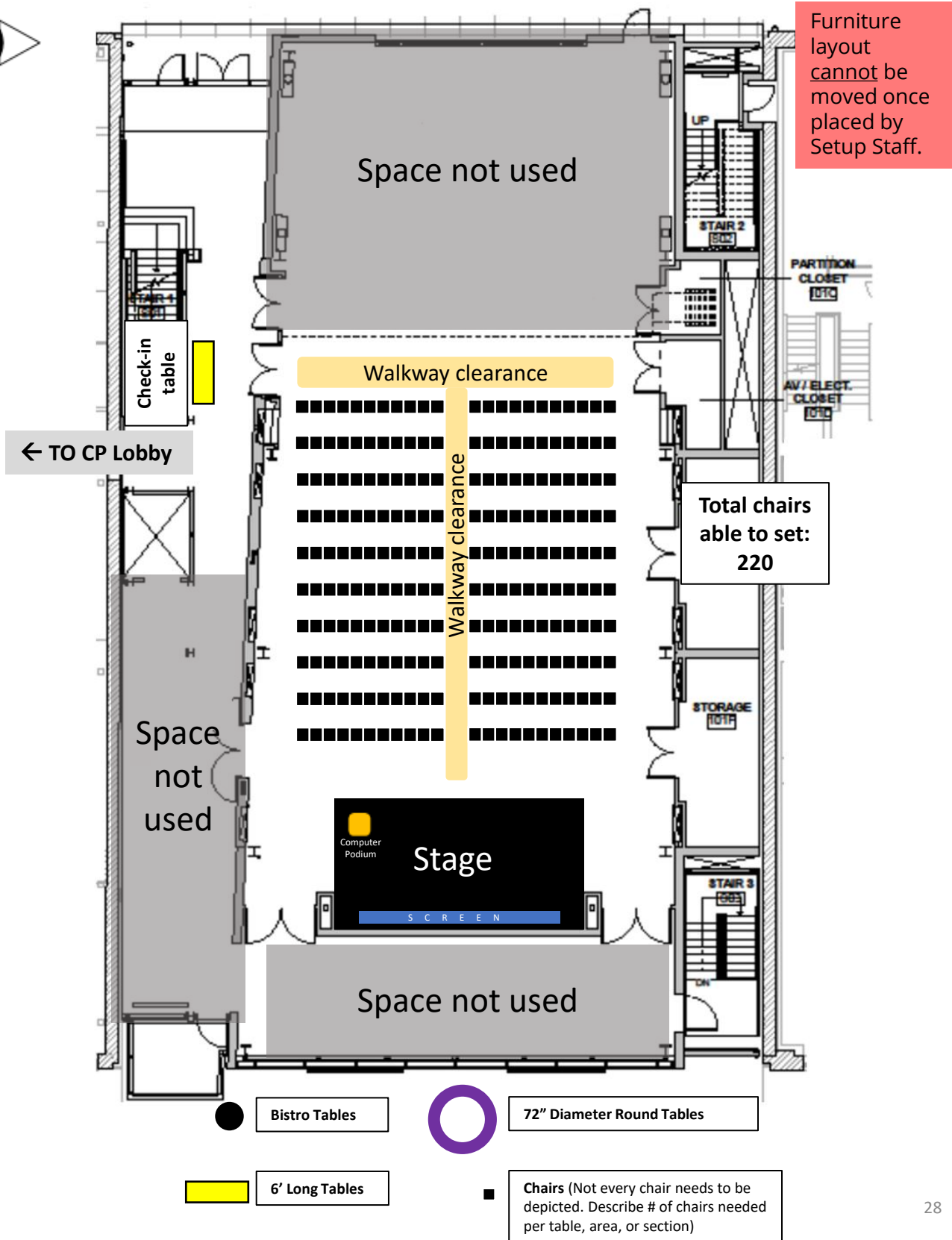
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Maximum Lecture/Theater: 220 chairs

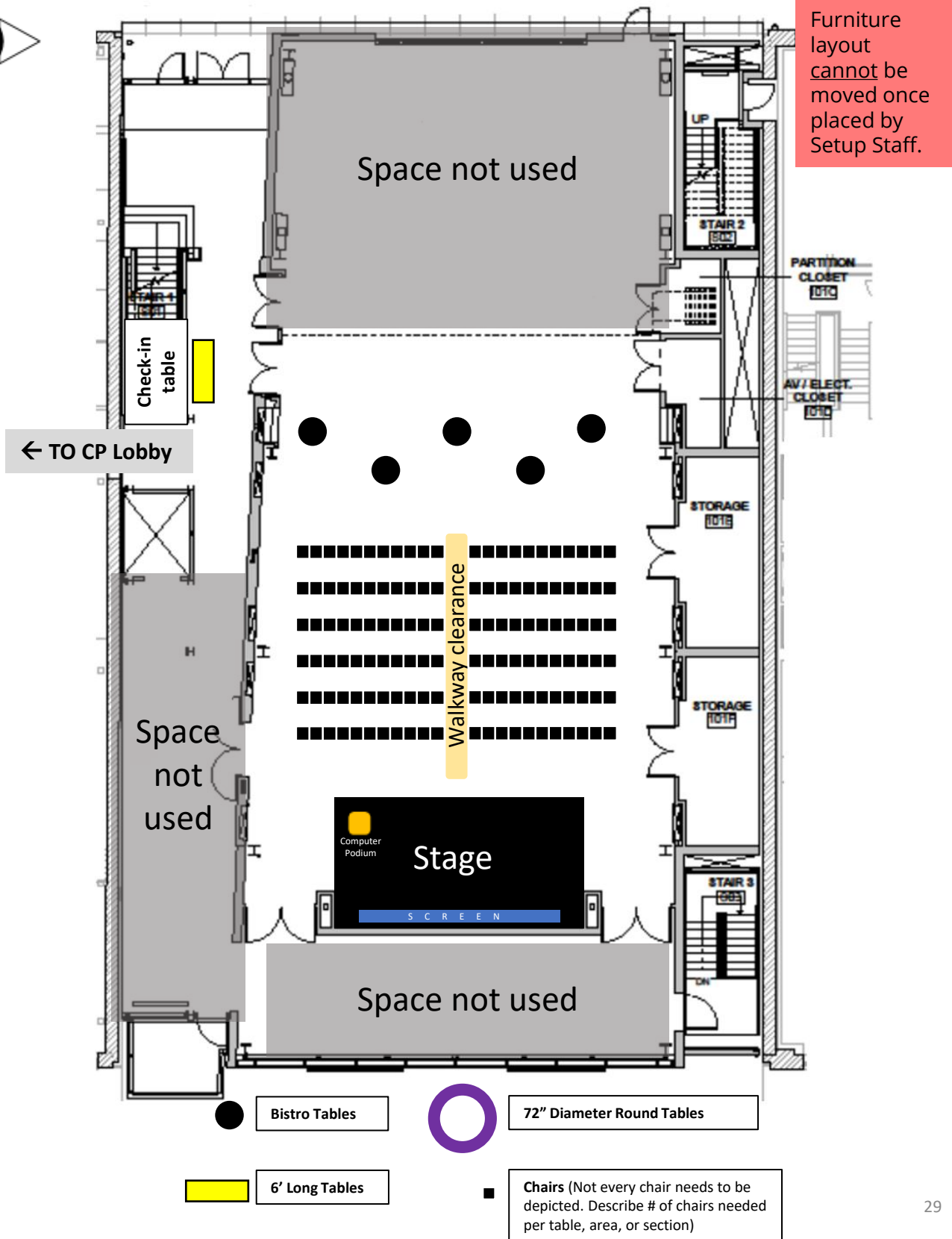
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Lecture/Theater: 132 chairs with standing area

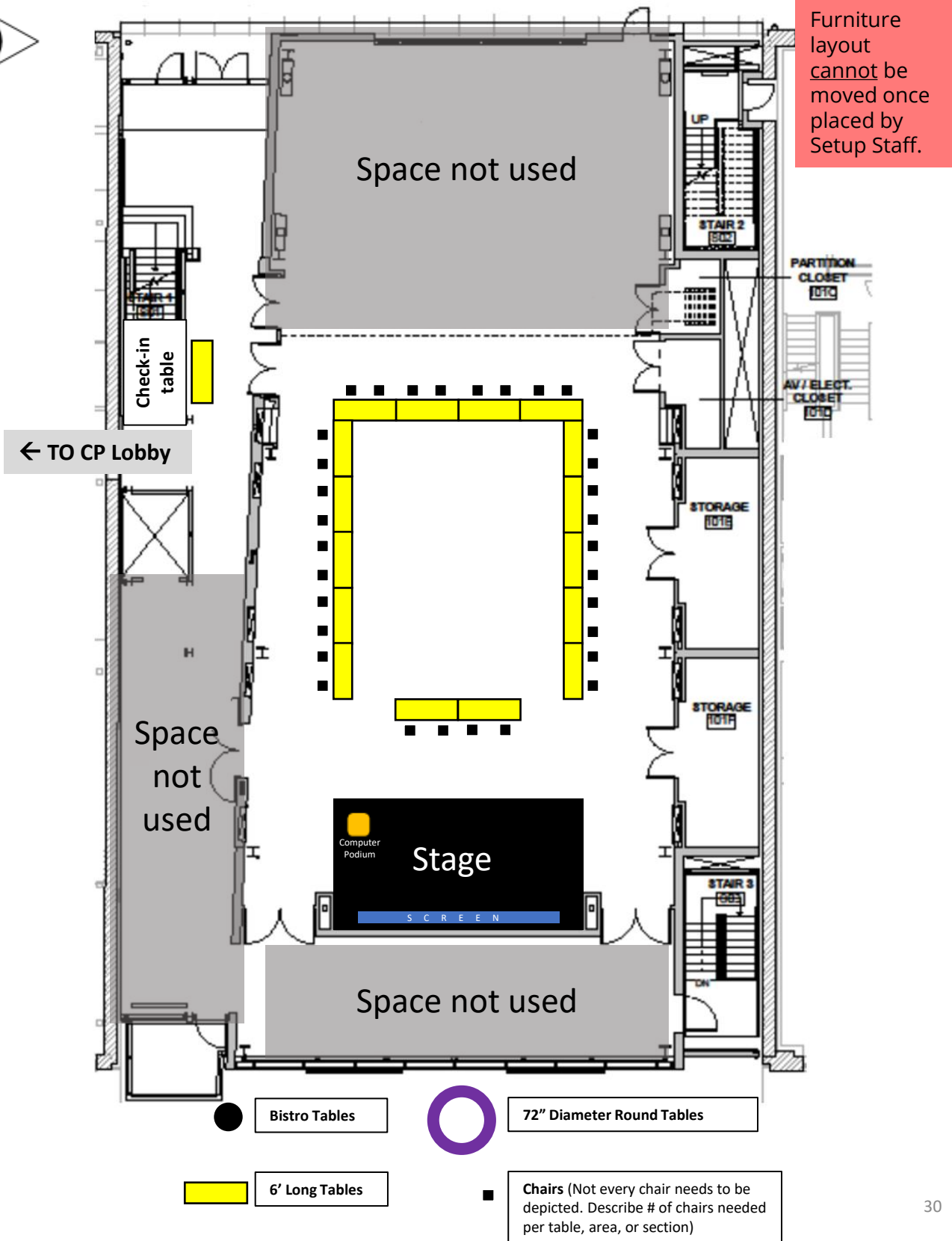
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

U-Shape: 14 long tables with 2 chairs each + 2 tables with 2 chairs each for panelists

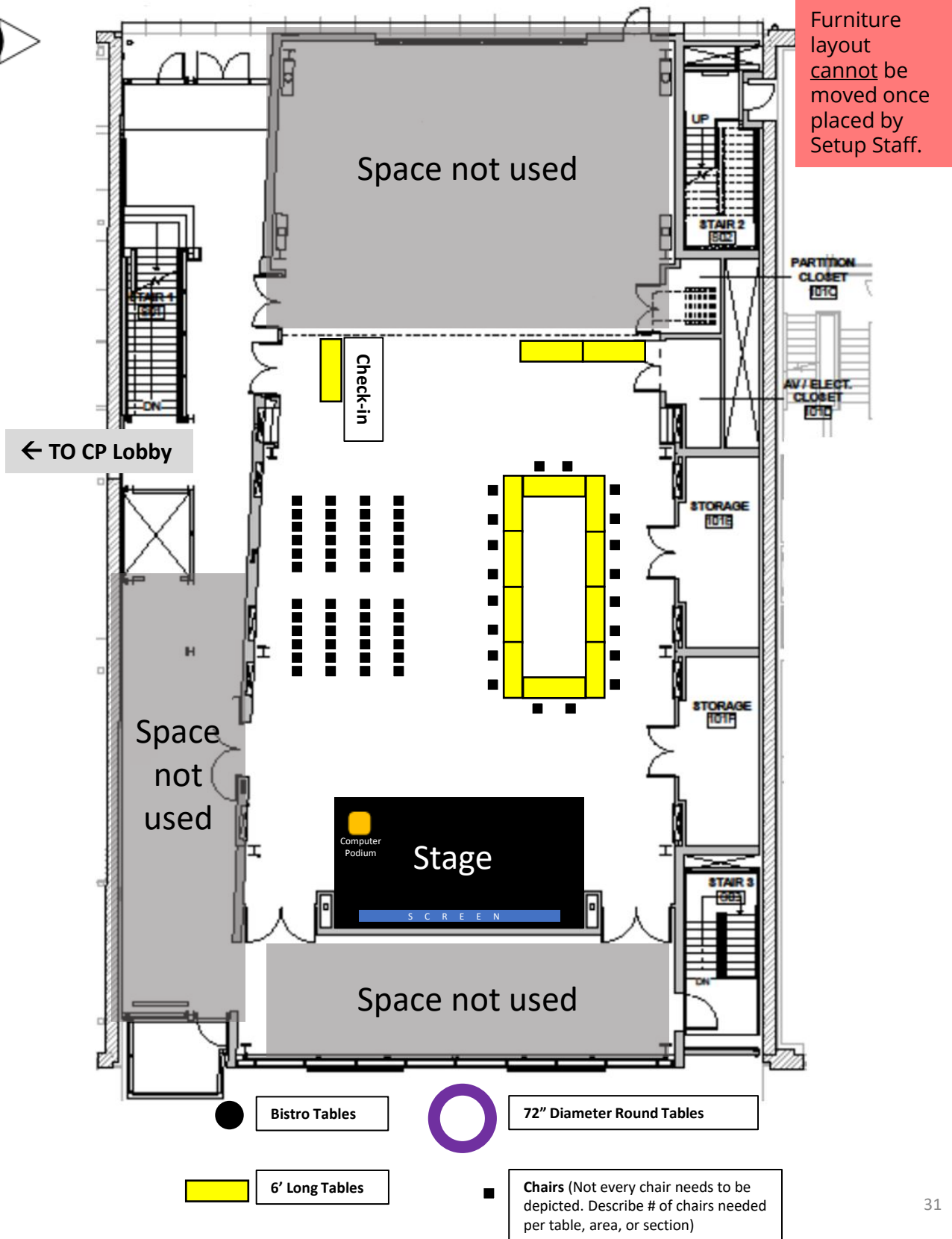
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Hollow Square: 10 long tables with 2 chairs each;
48 chairs for public seating section

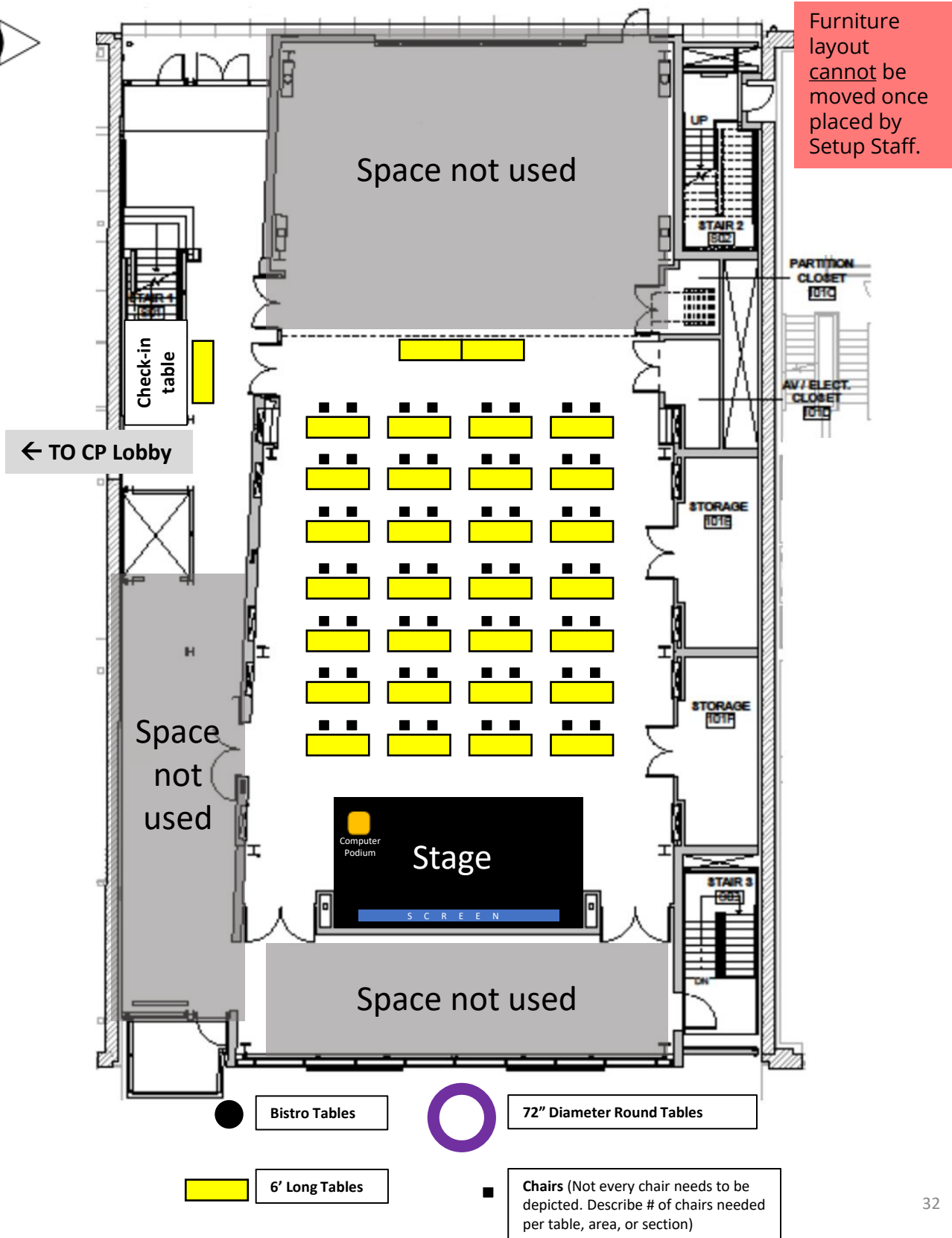
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Milgard Assembly Room (MAR)

Classroom: 28 tables with 2 chairs each; 56 total

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.

Office of Events & Conferences | UW Tacoma

UNIVERSITY *of* WASHINGTON



JANE T. RUSSELL COMMONS

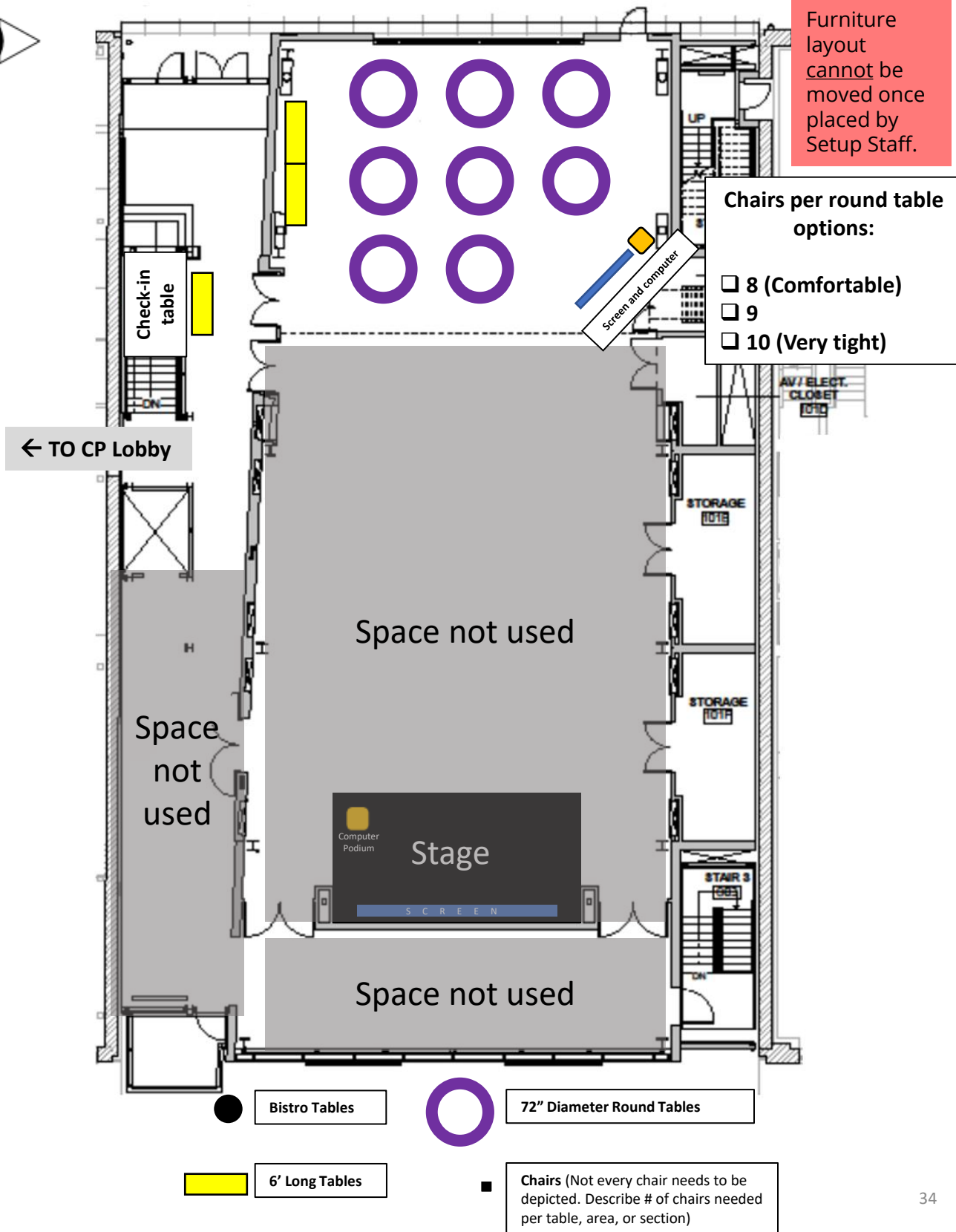
Layout Samples



Jane T. Russell Commons (JTR/JRC)
Banquet: 8 round tables Seating range: 64–80

Jane T. Russell Commons (JTR/JRC)
Banquet: 8 round tables Seating range: 64–80

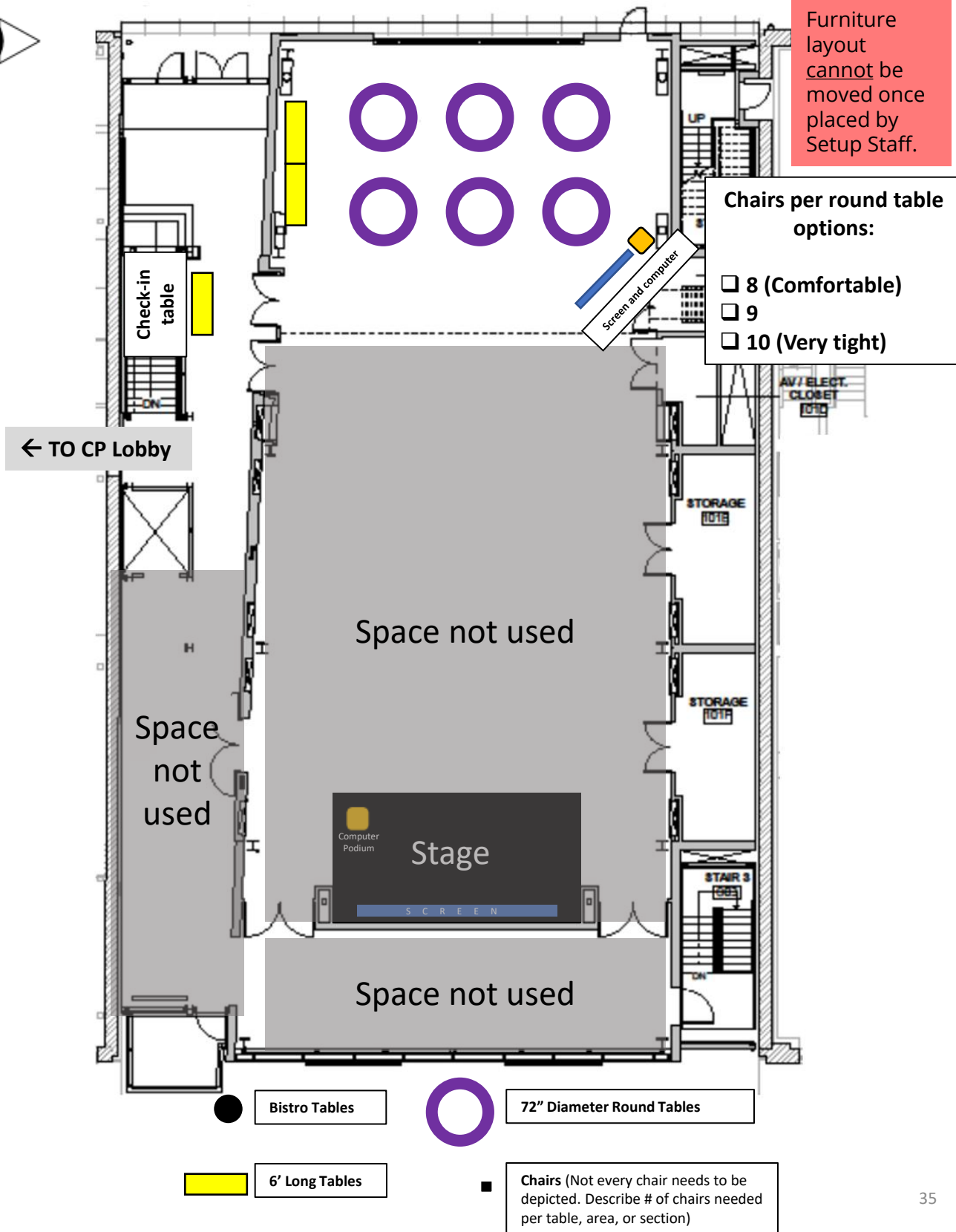
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Jane T. Russell Commons (JTR/JRC)
Banquet: 6 round tables Seating range: 48-60

Jane T. Russell Commons (JTR/JRC)
Banquet: 6 round tables Seating range: 48-60

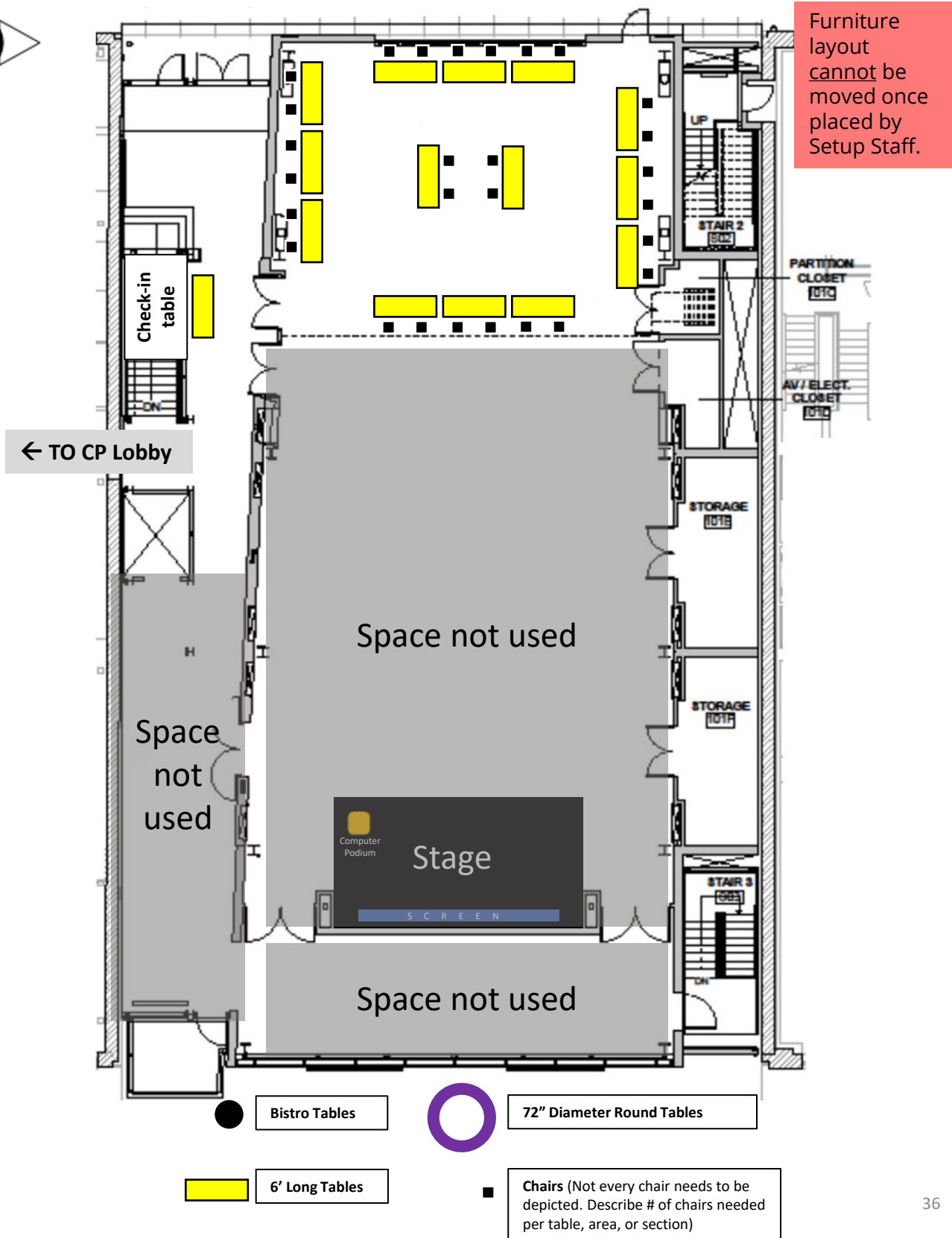
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Jane T. Russell Commons (JTR/JRC)

Fair: 14 long tables with 2 chairs each

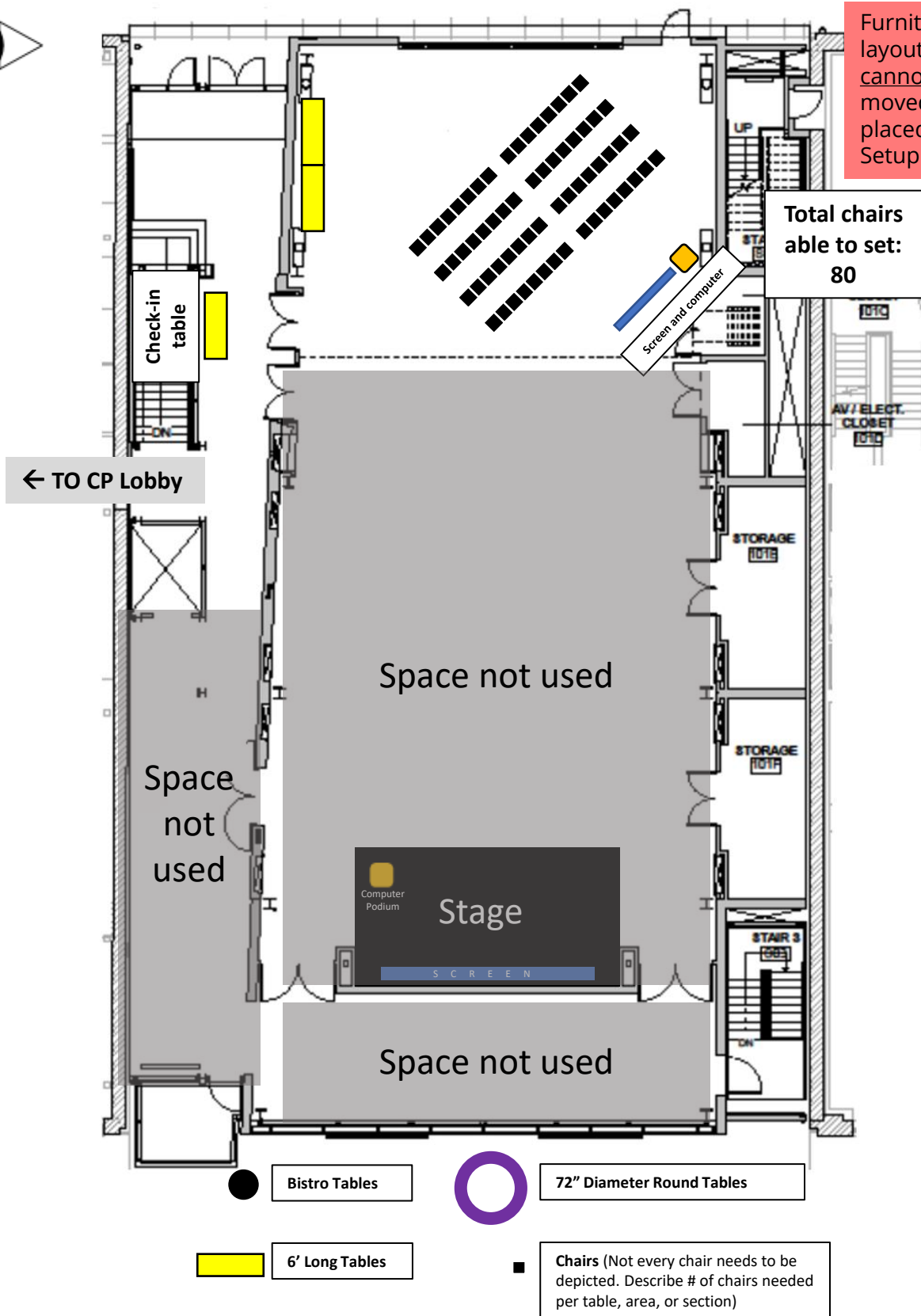
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Jane T. Russell Commons (JTR/JRC)

Maximum Lecture/Theater: 80 chairs

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.

Total chairs able to set:
80

← TO CP Lobby

Space not used

Space not used

Space not used

Computer Podium

Stage

SCREEN

Bistro Tables

72" Diameter Round Tables

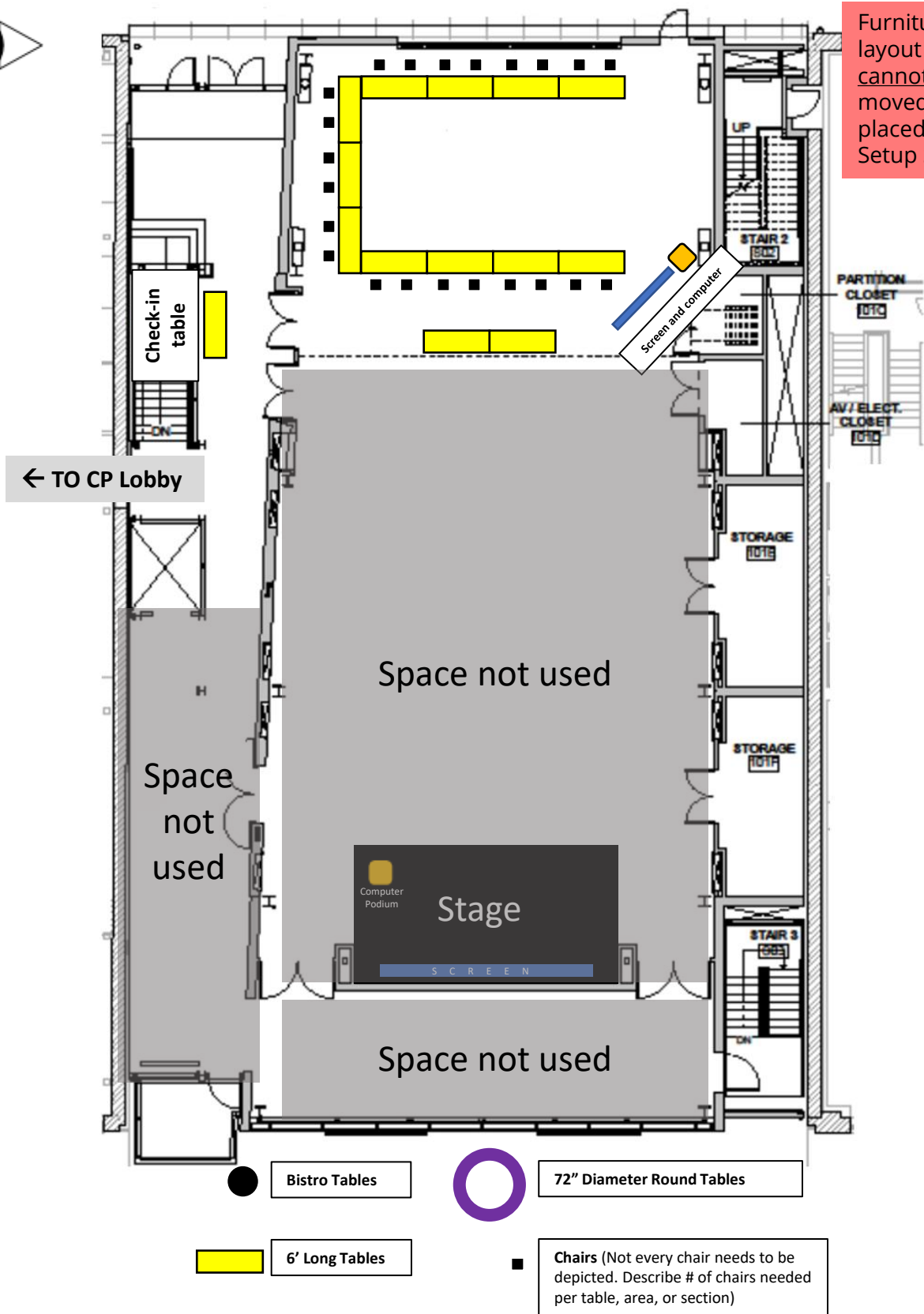
6' Long Tables

Chairs (Not every chair needs to be depicted. Describe # of chairs needed per table, area, or section)

Jane T. Russell Commons (JTR/JRC)

U-Shape: 11 long tables with 2 chairs each + 2 long tables for food

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

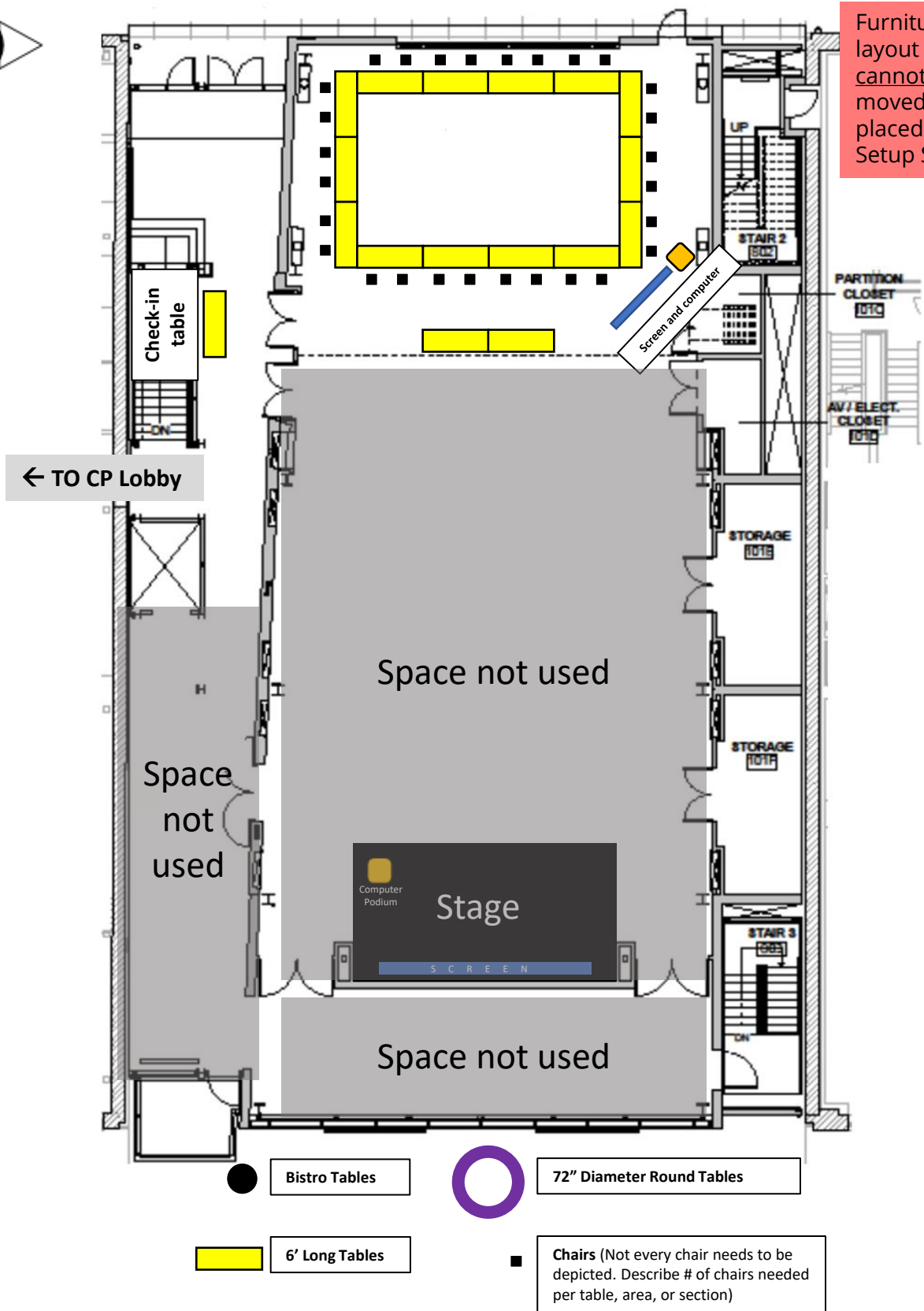


Furniture layout cannot be moved once placed by Setup Staff.

Jane T. Russell Commons (JTR/JRC)

Hollow Square: 14 long tables with 2 chairs each +
2 long tables for food

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

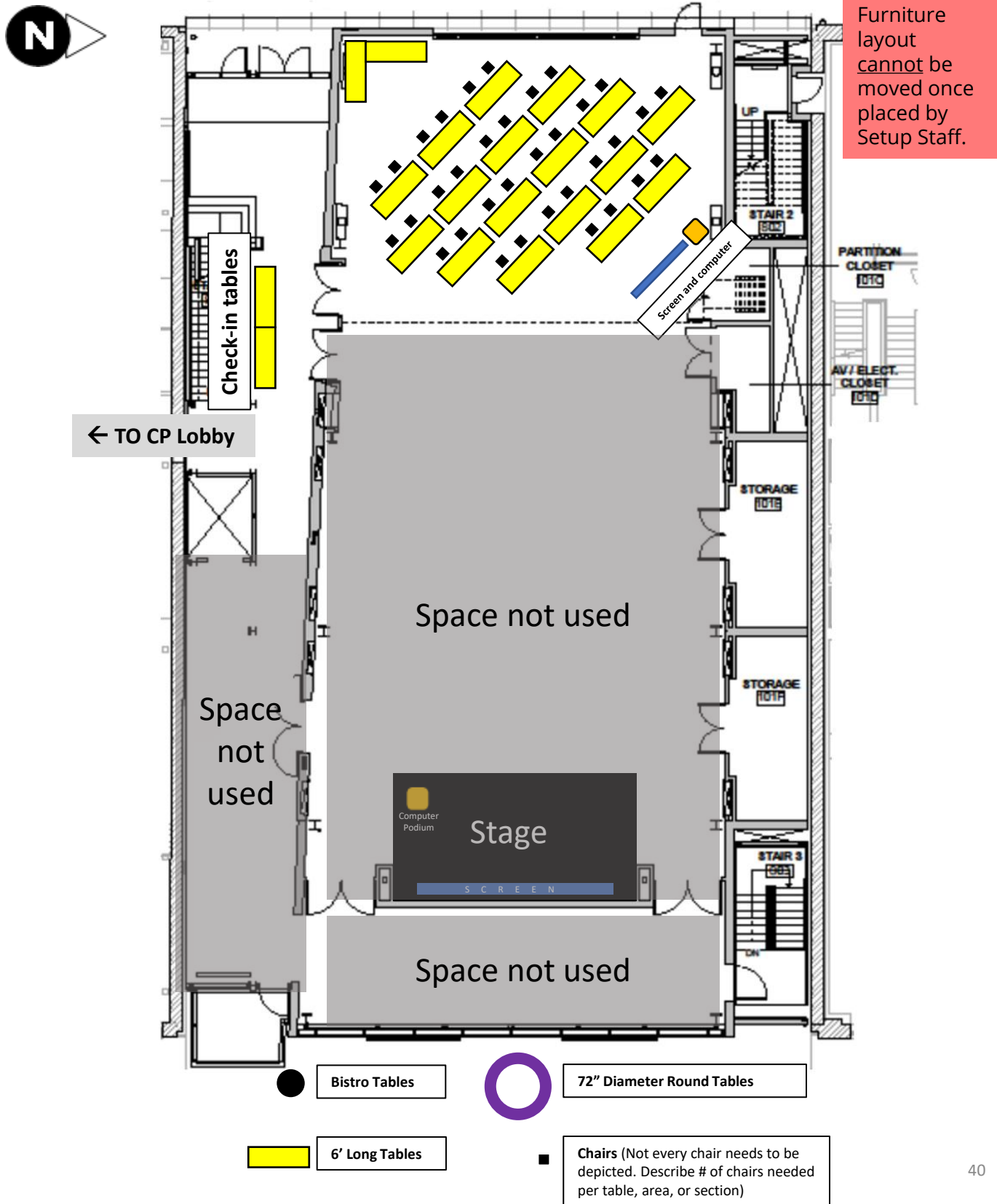


Furniture layout cannot be moved once placed by Setup Staff.

Jane T. Russell Commons (JTR/JRC)
Classroom: 17 tables with 2 chairs each; 34 total

Jane T. Russell Commons (JTR/JRC)
Classroom: 17 tables with 2 chairs each; 34 total

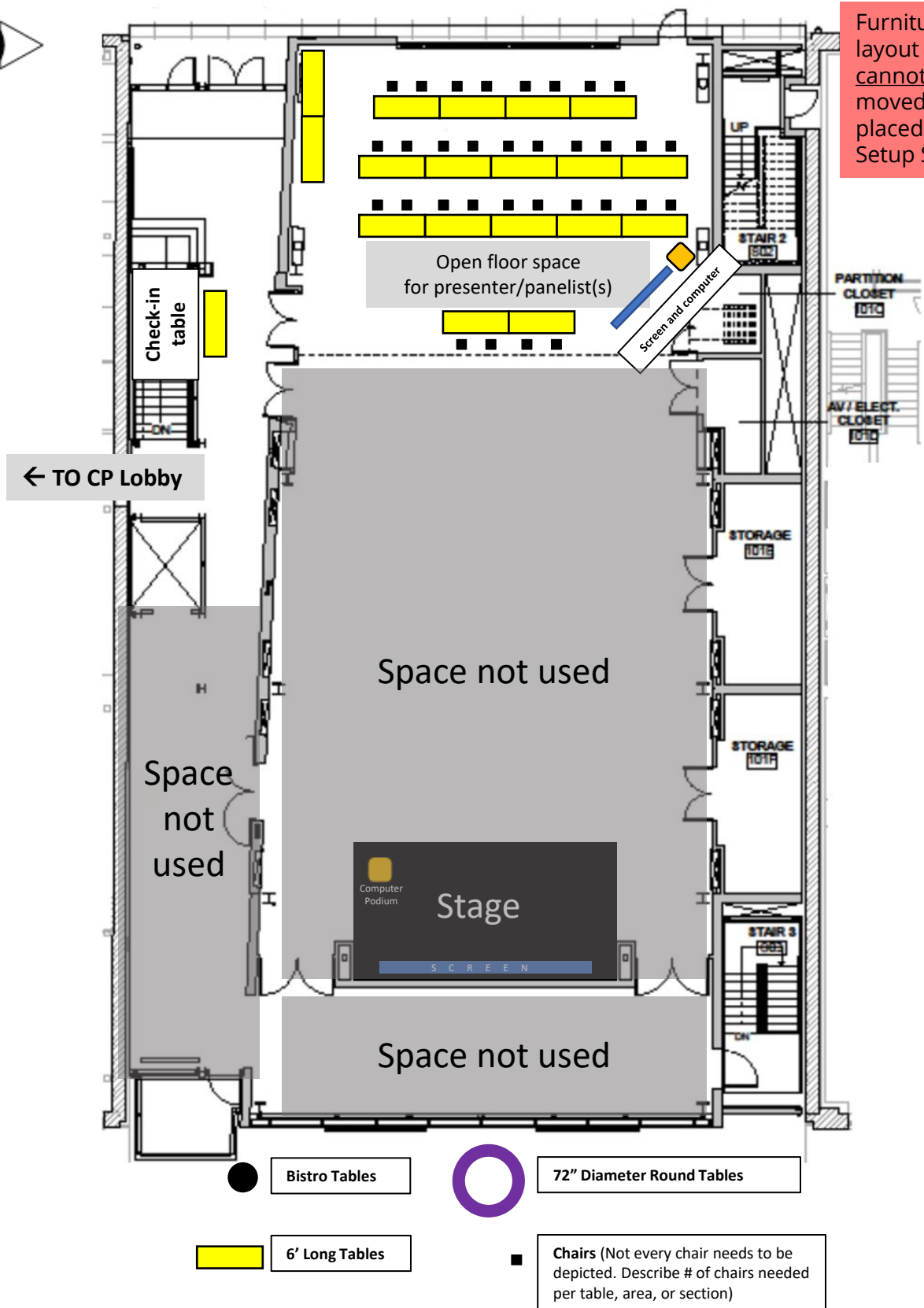
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Jane T. Russell Commons (JTR/JRC)

Classroom: 14 tables with 2 chairs each for audience; 2 tables with 2 chairs each for panelists

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Furniture layout cannot be moved once placed by Setup Staff.

A photograph of the Kopp Gallery interior. It features a large, textured brick wall on the left and a polished, reflective floor. In the background, there are glass doors and a modern architectural structure.

KOPP GALLERY

&

A photograph of the Columbia Bank Lobby interior. It shows a long, bright space with large windows on the right side, offering a view of the outdoors. Several long tables and chairs are arranged in the room. The floor is polished and reflects the light from the windows.

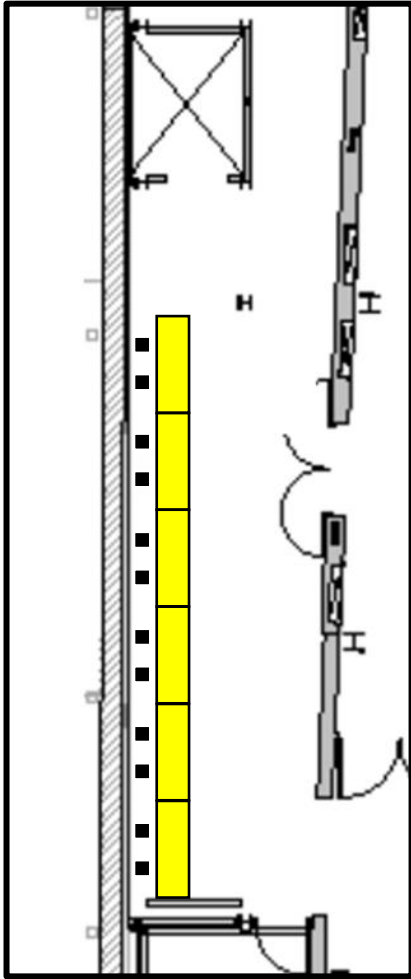
COLUMBIA BANK LOBBY

Kopp Gallery (KG)

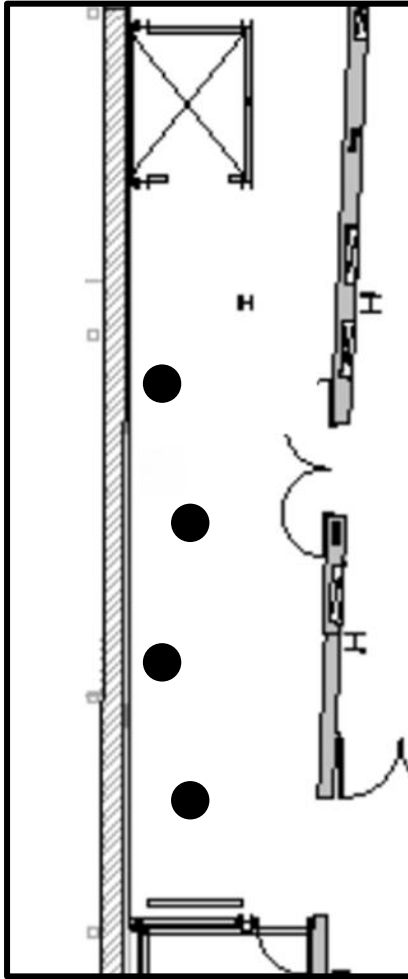
Note: This is a hallway space and is optional to rent in conjunction with Milgard Assembly Room.

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

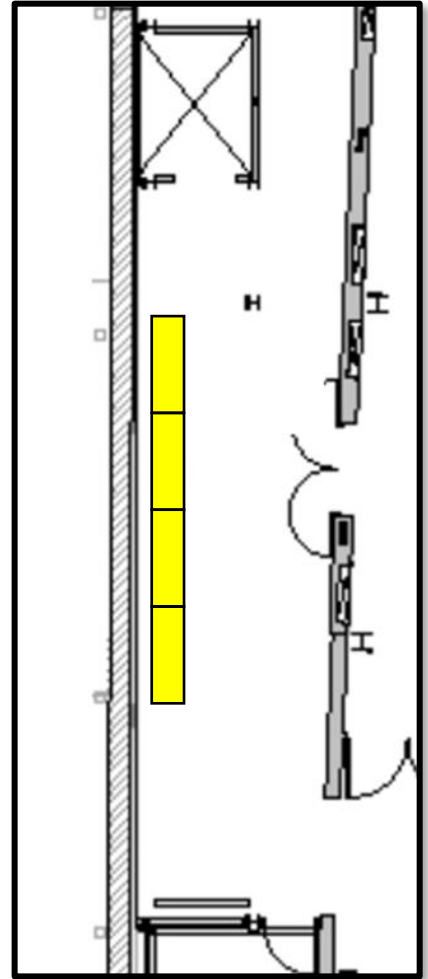
Tabling (6 max)



Mixer area



Food/catering tables



Bistro Tables



6' Long Tables

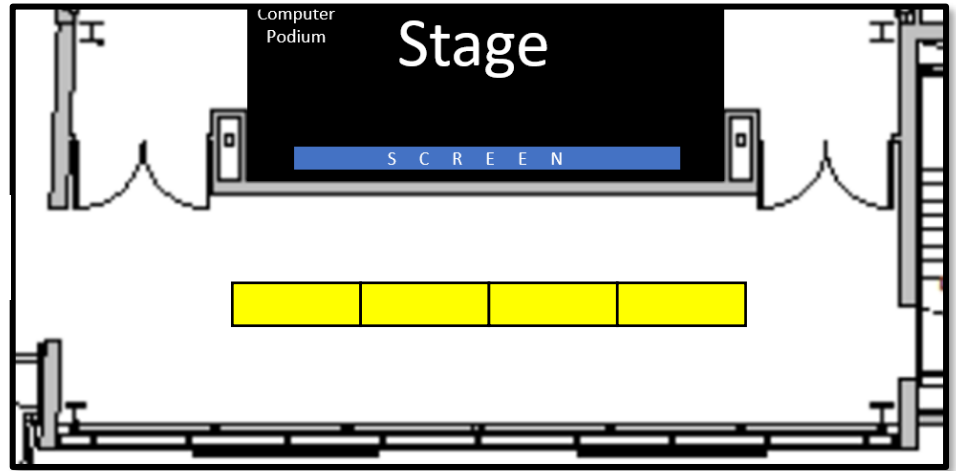
Columbia Bank Lobby (CBL)

Note: This is a lobby space and is optional to rent in conjunction with Milgard Assembly Room.

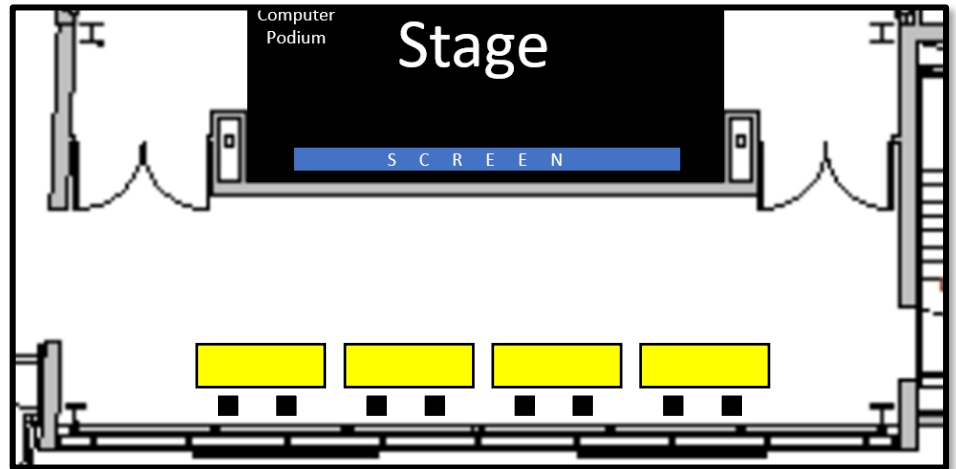
Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

Food/catering tables

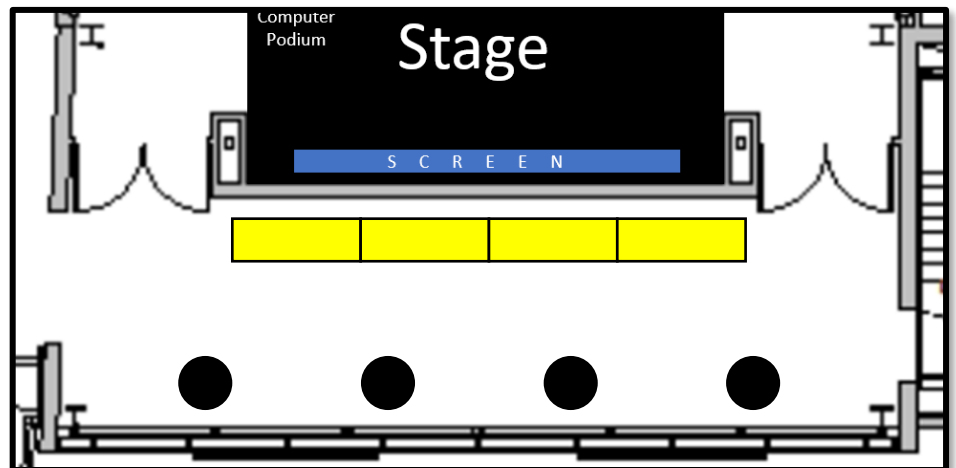
4 standard; 8 maximum



Mini fair tables with 2 chairs each



Food tables with mixer area



Bistro Tables



6' Long Tables

Stage Layouts

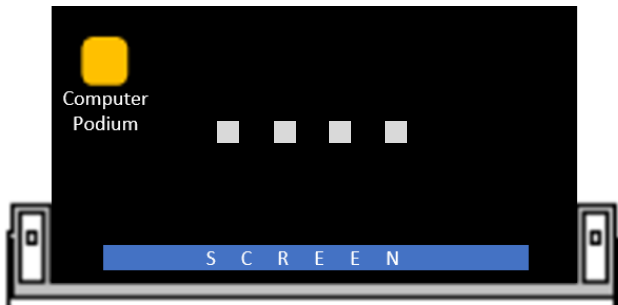
*Applicable to Milgard Assembly Room side only



Stage Layouts (Milgard Assembly Room only)

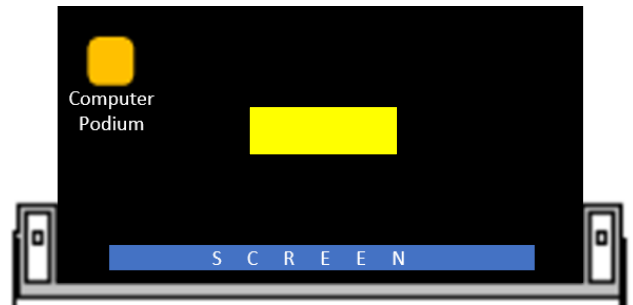
Stage is empty by default except for the computer podium — cannot be removed from stage.

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



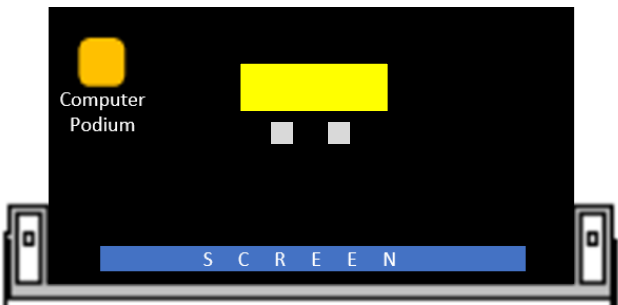
Chairs

Can fit 12 [max] across stage
+ 1 more row (24 chairs total)



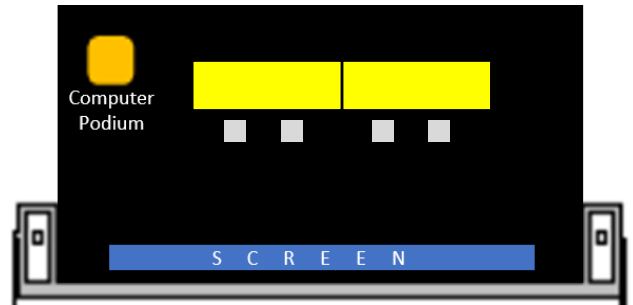
Table

Can fit 3 [max] across stage
(behind podium)



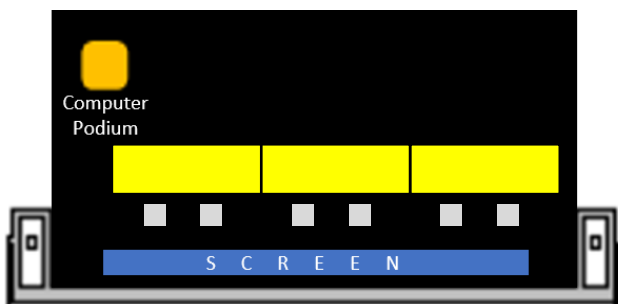
Panelists

2 tables with 2 chairs



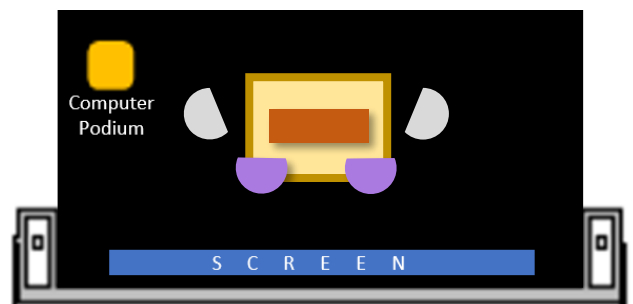
Panelists

2 tables with 4 chairs



Panelists

3 tables with 6 chairs



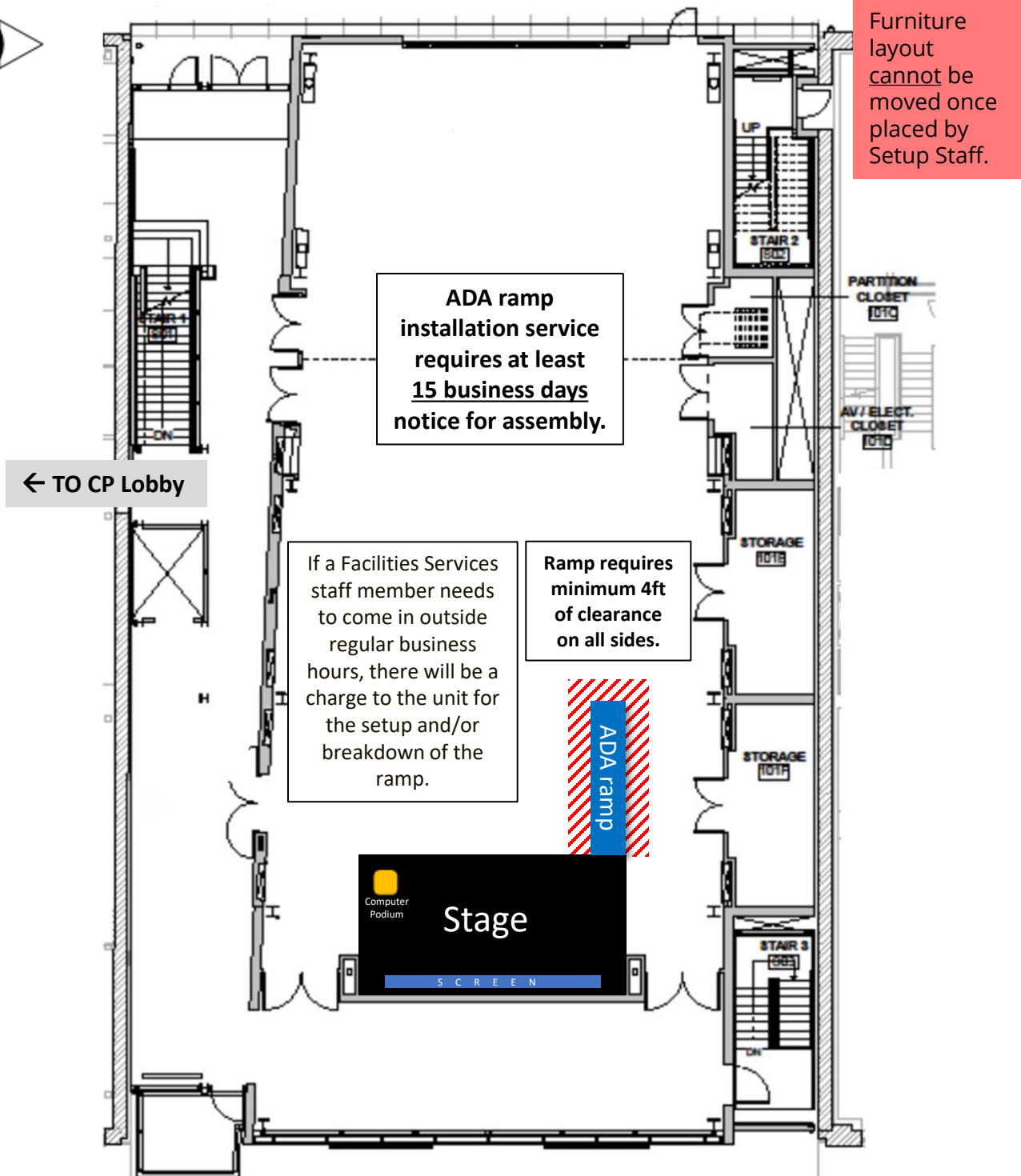
Talk show-style

4 soft seats with area rug and
long coffee table
(Additional setup service fee)

Stage (Milgard Assembly Room only)

Stage with ADA ramp installed

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.



Stage (Milgard Assembly Room only)

Stage with ADA ramp installed

Please note: Diagram not 100% up to scale. Actual furniture setup may have a few adjustments to accommodate spacing and adhere to fire code.

Due to ADA compliance and spacing, installation of ADA ramp will require furniture adjustments to allow ramp accessibility. See examples below.

