

# LARGE MEETING ROOMS



# GRAND ROOM

## Available Setups

Lecture Seating: 500 people  
Banquet Seating: 225  
Information Fair: 40 8' tables  
Can be soft-partitioned for smaller meetings

## Room Features

Grand piano  
Stage  
WIFI and ethernet ports



## Special Services & Technical Support Available

Podium and microphone (technician required for use)  
Sound system (technician required for use)  
LCD projector and screen  
Overhead projector  
TV / VCR / DVD



# ILLUSIONS

## Available Setups

Preset dance club style with small round tables and chairs and booths for 70 people.

Lecture setup for 100 which includes 80 chairs and booth seating for 21.

Banquet setup for 80 which includes large and small round tables and booth seating.

## Room Features

Stage

Ceiling mounted speakers

WIFI and ethernet ports

## Special Services & Technical Support Available

Podium and microphone (technician required for use)

Sound system (technician required for use)

Karaoke (technician required for use)

LCD projector and screen

Overhead projector

TV / VCR / DVD





# BLUE RIDGE CONFERENCE

## Available Setups

This room is preset in square with tables and chairs for 45 people. Set up is flexible and can seat up to 60 classroom style.

## Room Features

Bulletin board

Dry erase board

Mounting display for flipchart paper

WIFI and ethernet ports

Wheelchair accessible

## Special Services & Technical Support Available

Ceiling mounted wireless LCD projector

Ceiling mounted screen

Overhead projector

TV / VCR / DVD



# THEATER

## Available Setups

Preset for 170 people.

## Room Features

Stage

WIFI and ethernet ports

## Special Services & Technical Support Available

Podium and microphone (technician required for use)

Sound system (technician required for use)

Ceiling mounted wireless LCD projector

Ceiling mounted screen

35mm film projector (technician required for use)

Overhead projector

VCR / DVD



# MULTIPURPOSE

## Available Setups

Preset for 74 people.

## Room Features

Bulletin board

Dry erase board

Mounting display for flipchart paper

WIFI and ethernet ports

Wheelchair accessible

## Special Services & Technical Support Available

Podium and microphone (technician required for use)

Sound system (technician required for use)

Ceiling mounted wireless LCD projector

Ceiling mounted screen

Overhead projector

VCR / DVD



# THE LAWNS

## Available Setups

Various set ups are available. Lawns available are UC, Central Plaza, and Blue Ridge

## Room Features

Power may be available on the lawns

Tables, chairs, and tents may be requested

## Special Services & Technical Support Available

Podium and microphone (technician required for use)

Sound system (technician required for use)





# WANT TO RESERVE?

## OFF-CAMPUS GROUPS

Off-campus groups are not allowed to use DCA facilities (except for the Picnic Area) unless being sponsored by an on-campus department or Recognized Student Organization. Those interested in holding a conference on campus should contact [Conference Services](#).

## RECOGNIZED STUDENT ORGANIZATIONS

You must come into the office in person (University Center, 2nd floor) and fill out a reservation request form. Please note that a A Sales and Solicitation Permit is required for the selling of any items, collecting money for any purpose, and fundraising and that a Fair Use Waiver is required when showing a film in the UC Theater. [For information about RSO Policies](#).

## WCU DEPARTMENTS

Please use the [25LIVE Webviewer](#) to make your reservations and we will send you any setup forms that need to be filled out. Please note that a A Sales and Solicitation Permit is required for the selling of any items, collecting money for any purpose, and fundraising and that a Fair Use Waiver is required when showing a film in the UC Theater.

[Instructions for Reserving Space in 25Live](#)

[Tips for Using 25Live](#)

## QUESTIONS?

Linda Snyder with Department of Campus Activities is your source to help with your event logistics!

Email at [lgsnyder@wcu.edu](mailto:lgsnyder@wcu.edu) or give her a call at 828.227.7206 to make your event great.

[For more information on Department of Campus Activities](#)