

## Setup & Layouts

Chandler-Gilbert Community College offers a diverse range of meeting, lecture, and event spaces tailored to your needs. Whether you're hosting an intimate meeting, a classroom session for 25-40 attendees, or a large event for up to 300 guests, we have the perfect space for you. Our facilities include:

- **Indoor Spaces:** Classrooms, meeting rooms, and our 299-seat Performing Arts Center Theater.
- **Outdoor Spaces:** Agave Courtyard, Performing Arts Center Lawn, Amphitheater, and Williams Lawn.

Let us help you find the ideal setting for your next event, ensuring it aligns with your program's requirements.

## Our Services

We offer comprehensive support to ensure your event runs smoothly, including:

- Venue planning and logistics
- Site visits and evaluations
- Technology support
- Standard and specialty setups
- On-site catering services

## Setup Options

We provide a variety of setup options to meet your event's needs:

- **Standard Setup:** Included at no additional cost.
- **Custom Layouts:** Available for an additional fee.

## Standard Setup (No Additional Charge)

- **Pecos Campus, AGA-1240-1242:** 12 round tables, 8 chairs per table, 5 event tables along the south wall.
- **Pecos Campus, SC-140-144:** 9 round tables, 8 chairs per table, 3 event tables at the back.
- **Williams Campus, BRID-150:** 9 round tables, 8 chairs per table, 3 event tables at the back.
- **Sun Lakes Campus, SLC-207:** Theater-style seating for 86 chairs.

## Banquet Setup

Ideal for events with meals or small discussion groups. Each table accommodates up to 10 guests. This is the standard setup for our large conference rooms, with varying capacities.

## **Classroom Setup**

Best suited for speaker-led lectures or training sessions. Rows of tables allow participants to take notes, refer to materials, or use computers. An additional fee applies.

## **Conference Setup**

Designed for board meetings, strategic sessions, or brainstorming with 10-15 attendees. Provides ample workspace for each participant. An additional fee applies.

## **Theater Setup**

Rows of chairs face the front of the room, with aisles in between. Perfect for larger groups and short sessions (2-3 hours). Ideal when writing is minimal, and the focus is on the presentation. An additional fee applies.

## **U-Shape Setup**

Perfect for training sessions, presentations, and discussions. Best for small to medium groups of 20-25 participants. An additional fee applies.

## **Custom Setup Options (Available Upon Request)**

In addition to our standard setups, we offer a range of custom layout options to suit your specific event needs. These setups can be tailored based on your preferences and the nature of your event, with an additional charge applied.

## **Contact Information**

For facility rentals or vendor reservations, please reach out to us:

- **Email:** [rental@cgc.edu](mailto:rental@cgc.edu)
- **Phone:** 480.726.4155