



Willow Room Fast Facts			
The Willow Room is a meeting room that is ideal location for meetings, training classes, retreats, reunions, receptions, and group meals. It is divisible by an operable wall into two halves, Willow A and Willow B. This meeting space has an entrance hall, which can be set up for your event registration. Windows in the Willow meeting room lookout on to gardens.			
Area	700 Ft ² (65 M ²)	Set up options	Number of people
Size	35' * 20' (10.7 M * 6 M)	Theater	56
Ceiling Height	Varies	Classroom	
Maximum Number of People	56	U Shape	
Contact		Hollow Square	
Faith Wellman (541) 942-2491 FaithW@MoonstoneHotels.Com		Rounds	56
		Reception	56

Set up options explained:

Theater

Chairs are set up in rows, all facing the front. This set-up is used primarily for meetings where attendees do not have to take notes. It is an ideal set-up option for showing presentations or for a non-interactive internet seminar or broadcast.

Classroom

Long (6' or 8') tables are set up in rows with 3 or 4 chairs at each table, all facing the front. This set-up is used mainly for meetings where people are expected to take notes. It is an ideal set-up option for interactive presentations or training.

U Shape

Chairs are set up around a series of tables set up in a U shape. This set-up is used mainly for meetings where people have to interact with each other and take notes. It is an ideal set-up option for a group discussion and a smaller presentation.

Hollow Square

Chairs are set up around a series of central tables, which form a hollow square inside the tables. This set-up is used mainly for formal meetings where people have to interact with each other and take notes. It is an ideal set-up option for larger group discussions. It is not ideal for presentations, as people are facing each other across a table.

Rounds

Chairs are set up around a series of circular tables throughout the room. This set-up is used mainly for banquets, weddings, dinners, or social dining events. It is also used for larger meetings or retreats, with participants turning chairs toward a speaker or audio-visual presentation.

Reception

Participants stand and mingle during a reception-style event. Tables are used only for food and beverage or group materials.

Village Green Resort

725 Row River Road, Cottage Grove, OR 97424

Tel (541) 942-2491 Fax (541) 942-2386

www.VillageGreenResortandGardens.Com or www.MoonstoneHotels.com