

# Meeting Room Capacity Calculator

Quick Reference Guide for  
Room Layouts and Capacity

## **JIGSAW CONFERENCES LTD**

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## Room Capacity by Layout

Use this guide to estimate room requirements. A room that holds 100 theatre style will typically accommodate:

### Capacity Conversion

Theatre Style: 100 people

Classroom Style: 50 people (50%)

Boardroom Style: 30 people (30%)

U-Shape Style: 35 people (35%)

Cabaret Style: 60 people (60%)

Banquet Style: 80 people (80%)

Note: Actual capacities vary based on room shape, columns, and staging requirements.

## Layout Styles Explained

### Theatre Style

Rows of chairs facing the front. Best for: presentations, keynotes, large audiences. No tables - maximises capacity.

### Classroom Style

Tables and chairs in rows facing front. Best for: training, workshops, note-taking required. Allow 1.8m per person at tables.

### Boardroom Style

Single rectangular table with chairs around all sides. Best for: meetings up to 30, discussions, negotiations.

### U-Shape / Horseshoe

Tables in U-shape with chairs on outside. Best for: presentations with discussion, training with AV.

### Cabaret Style

Round tables with chairs on one side facing front. Best for: interactive workshops, team activities, conferences with breakouts.

### Banquet Style

Round tables fully seated (typically 8-10 per table). Best for: dinners, awards, social events.

## Quick Calculator

Estimate room size needed:

### THEATRE:

10-20 people = 25-40 sqm

20-50 people = 40-75 sqm

50-100 people = 75-150 sqm

100-200 people = 150-300 sqm

200+ people = 300+ sqm

### CLASSROOM (double theatre sqm):

10-20 people = 50-80 sqm

20-50 people = 80-150 sqm

### BOARDROOM:

Up to 12 people = 25-35 sqm

12-20 people = 35-50 sqm

20-30 people = 50-70 sqm

## Need Help Finding the Right Room?

Jigsaw Conferences can help you find the perfect meeting room from our database of 24,000+ UK venues.

Our free service includes:

- Capacity advice for your group
- Layout recommendations
- AV requirements guidance
- Multiple venue options
- Best rate negotiation

Contact us:

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Our service is FREE - venues pay our commission!