



#### How to set up for a successful

event

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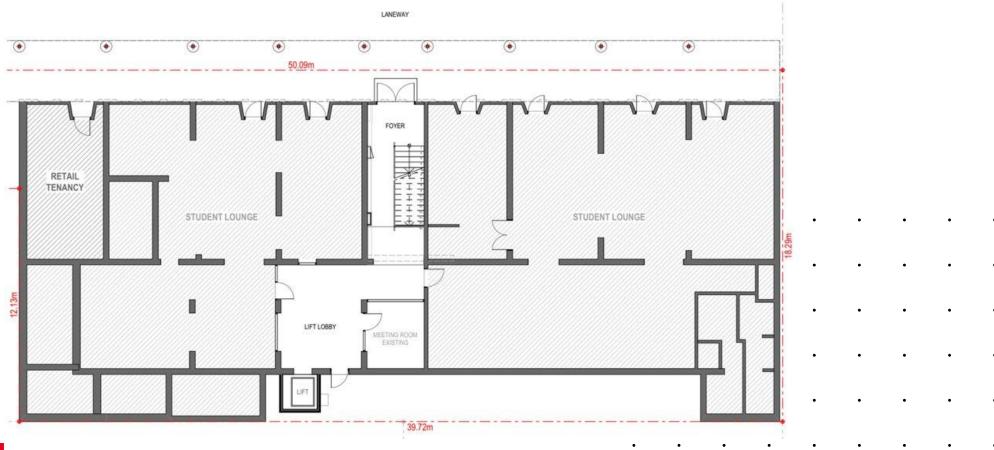
There are awesome spaces on campus that maybe you didn't know! All of them are available for booking on Resource Booker (swin.edu.au)



#### The Junction

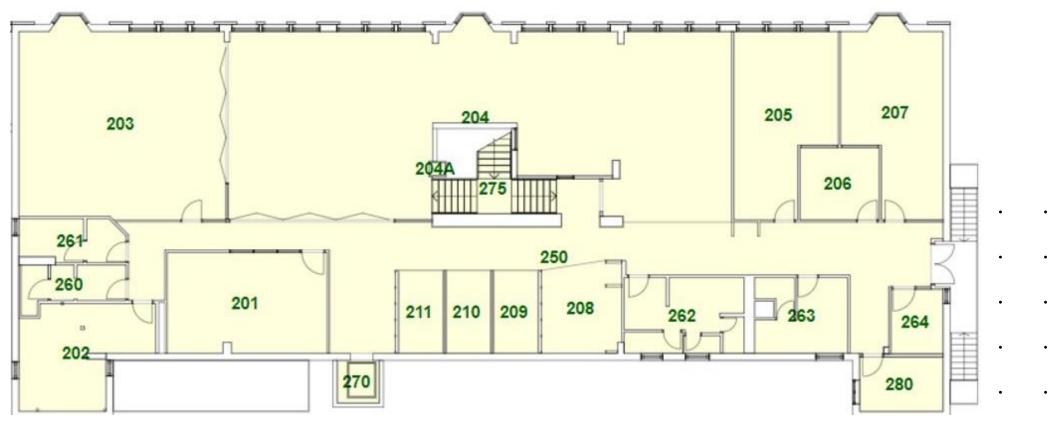


#### Ground Level Floorplan





#### Level One Floorplan



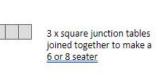


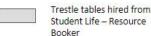
## Seated Event Example

Existing Junction furniture used on floorplan

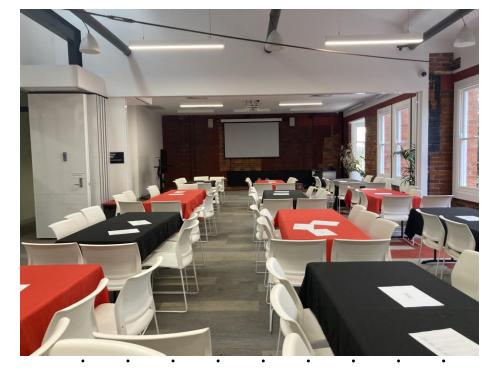
- 96 chairs in Junction
- 9 square tables in groups of 3
   Student Life hire equipment used on floorplan
- 13 trestle tables
- Red and black tablecloths

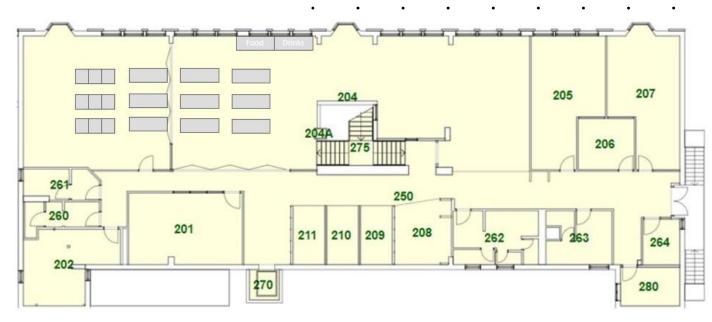










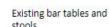


## Networking **Event Example**

- Junction high bar tables and stools used
- Option to go without stools if you'd prefer guests to walk around and mingle with each other

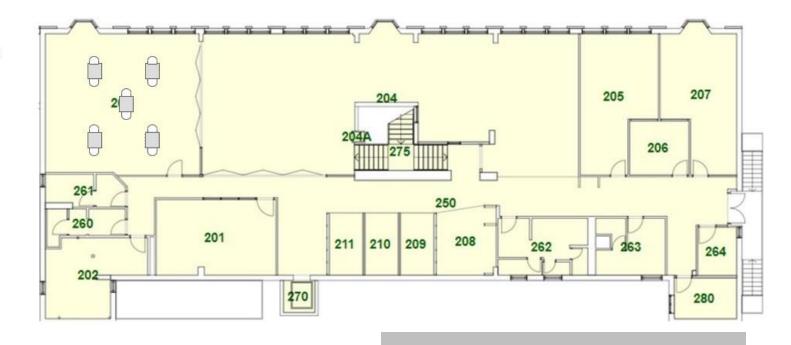










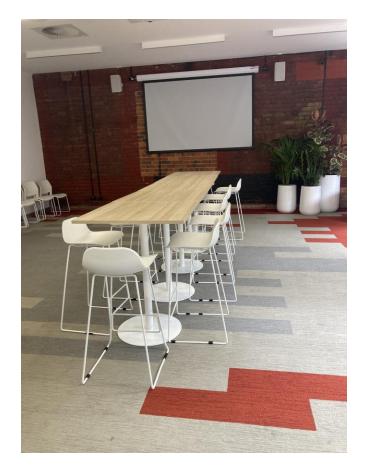


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#### Junction Meeting Set-up for Larger Groups







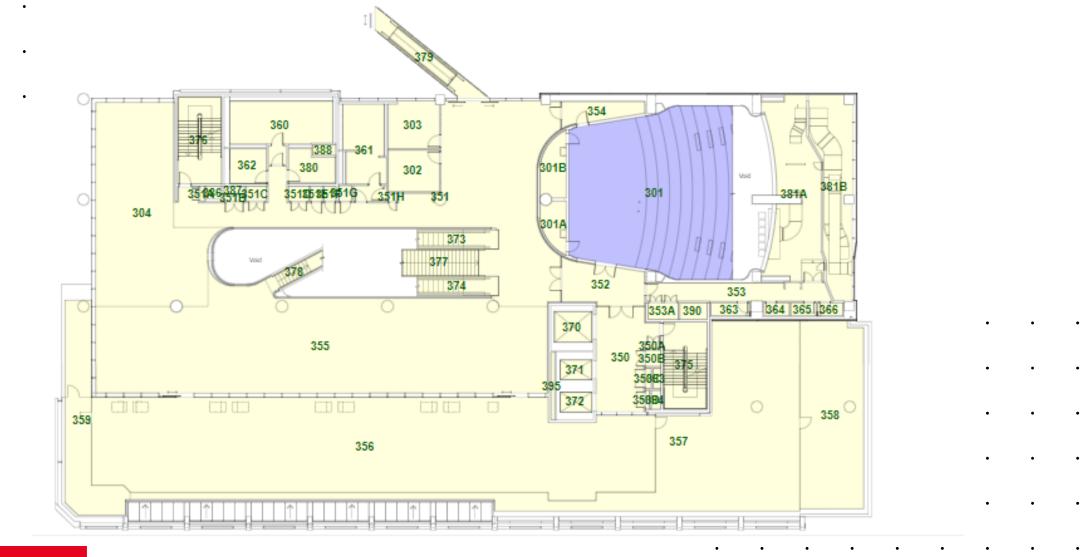


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## AMDC Sky Lounge













Couches and arm chairs are pre-existing furniture in the space

Tables and cloths can be hired from Student Life You would need to provide your own banners, pot plants, high bar tables and media wall . . .

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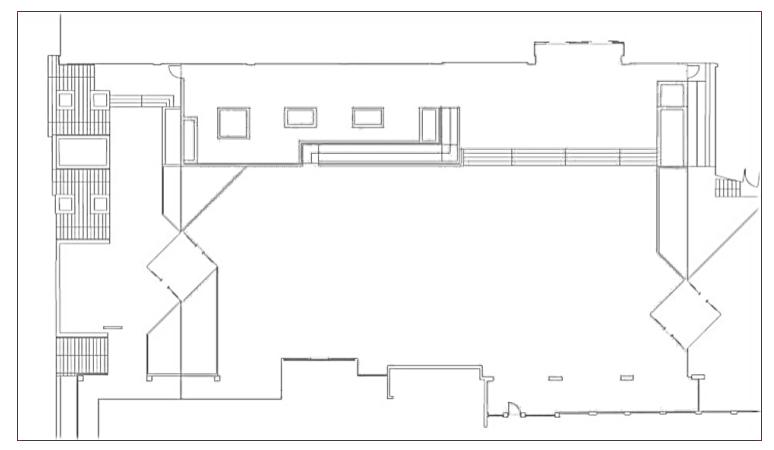
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#### The Atrium



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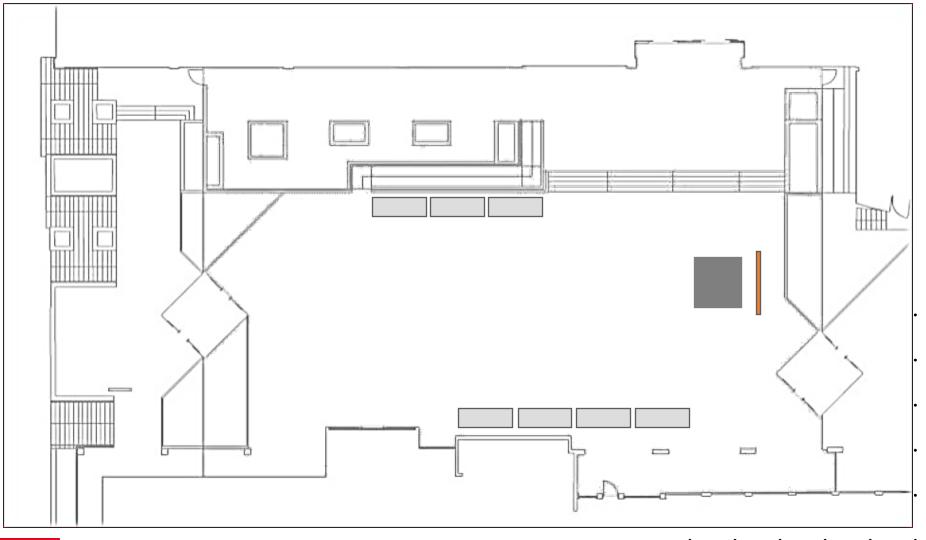


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Trestle Table

2m x 2m Stage from IT

Media Wall





You can hire tables and tablecloths from Student Life.

A 2m x 2m stage can be hired from IT, please contact an Events and Experiences Officer for assistance.

### **Outdoor Spaces**



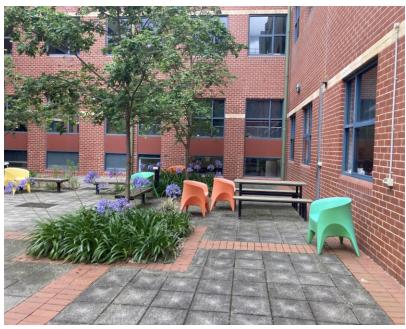
## TD Courtyard

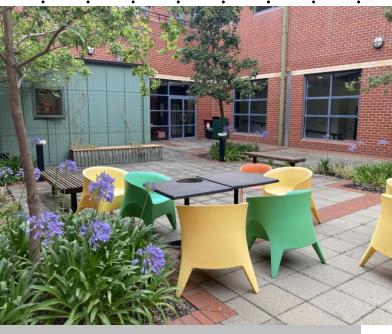
Capacity - 150









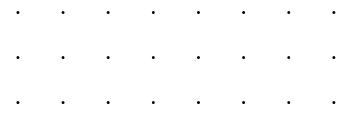


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## Swinergy/BBQ Area/GS Corner



GS G112 BIKE • 88 SWINBURNE UNIVERSITY OF TECHNOLOGY



#### GS Corner









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#### Outdoor event in the GS Corner

#### Items used:

- Marquees
- Trestle Tables
- Chairs
- Easel









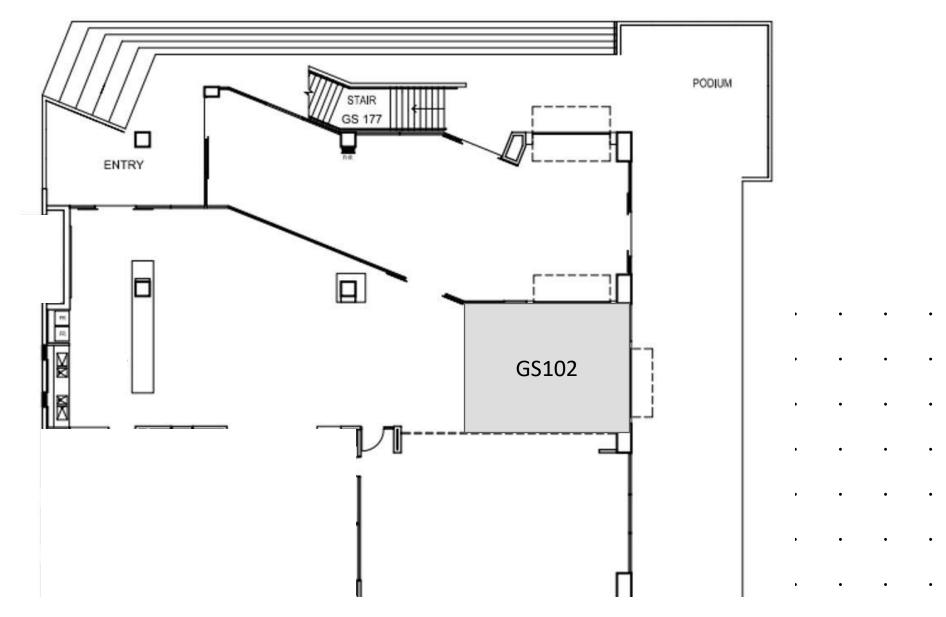
#### George Building GS102



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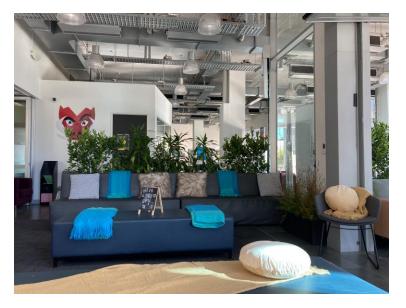
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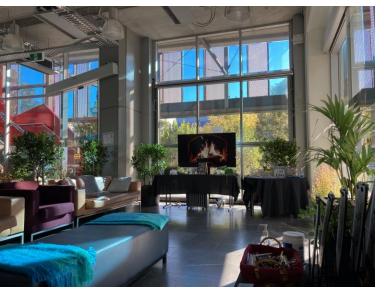
#### Hygge 2022

- Chill out zone with hot beverages
- Items Booked:
  - o Pillows
  - o Blankets
  - o 2 x Trestle Tables
  - o 2 x Tablecloths
  - o 1 x Urn
  - o 1 x TV Screen









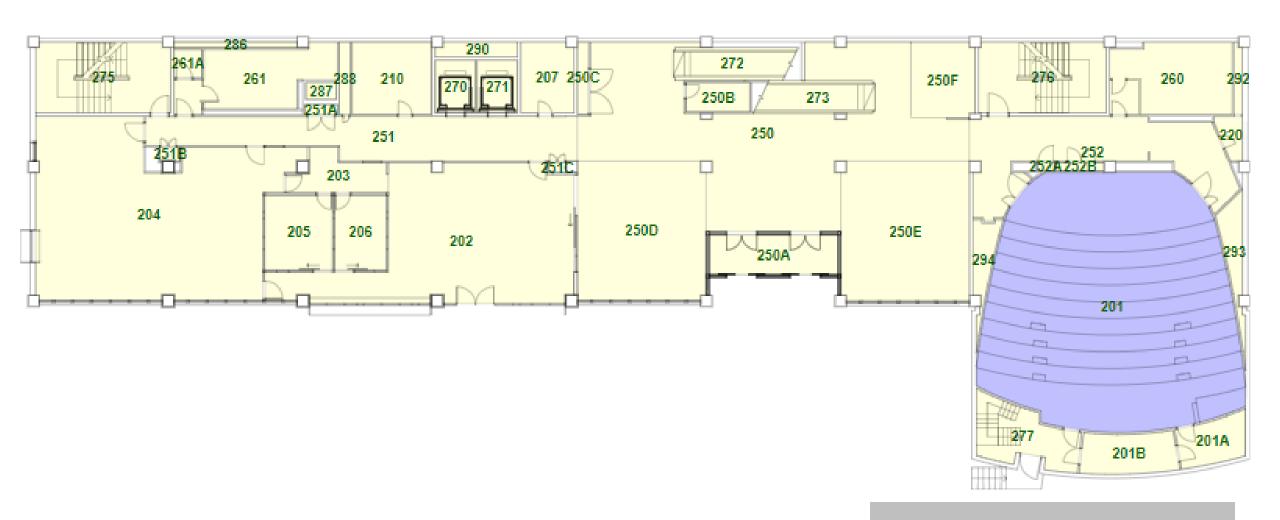
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#### Lecture Theatres



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#### BA Lecture Theatre - BA201



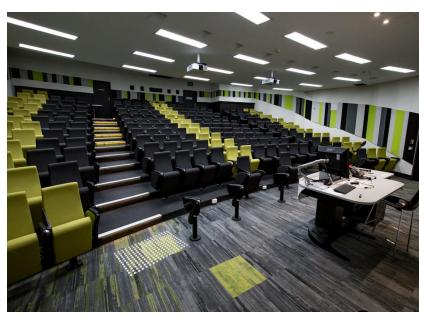
# BA Lecture Theatre BA201

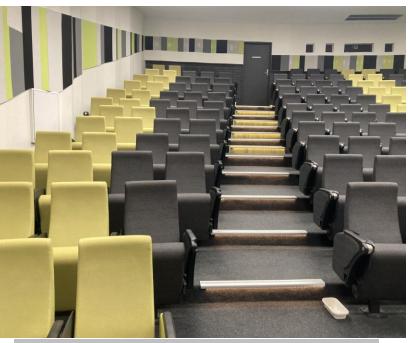
Capacity - 223





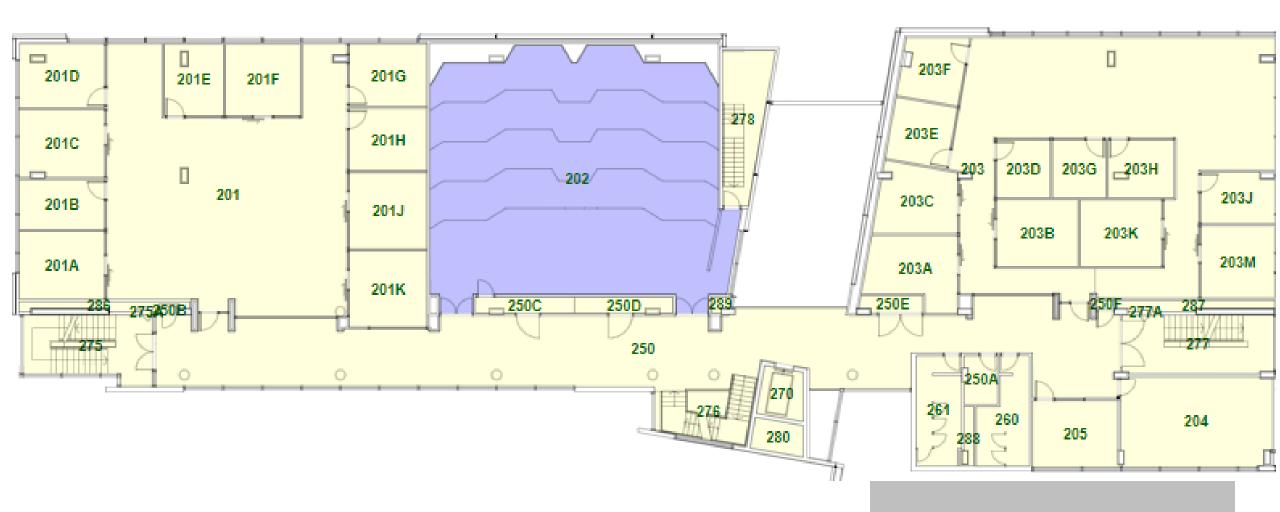






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#### AGSE202 Lecture Theatre



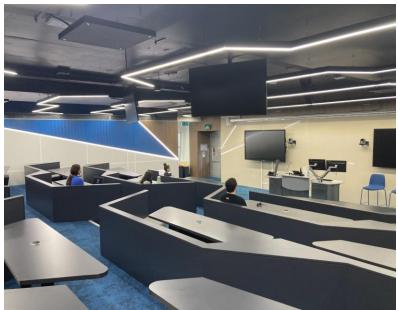
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## AGSE202 Lecture Theatre

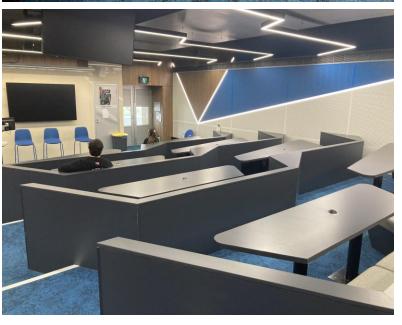
Capacity - 117











#### TD121 Lecture Theatre



# TD121 Lecture Theatre Capacity - 100













#### Multi-Faith Centre

<u>Swinburne Student Life -</u> <u>Book a space</u>

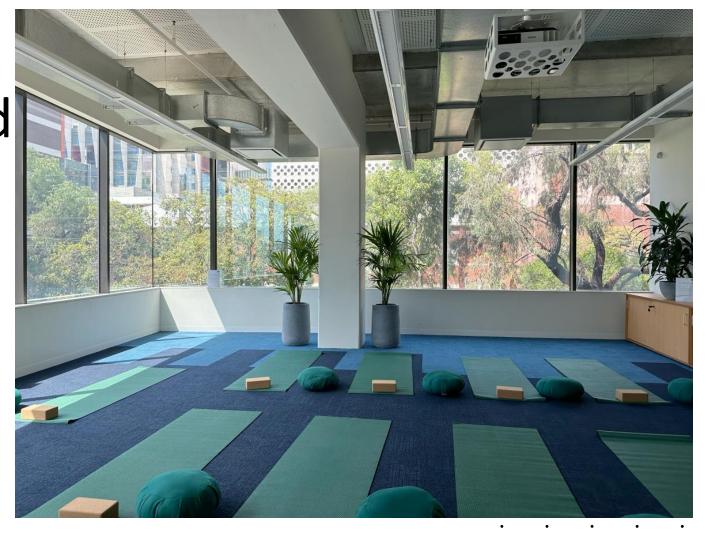


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# GS303 Yoga and mindfulness space

Capacity –
15 for Yoga
25 for Other
activities





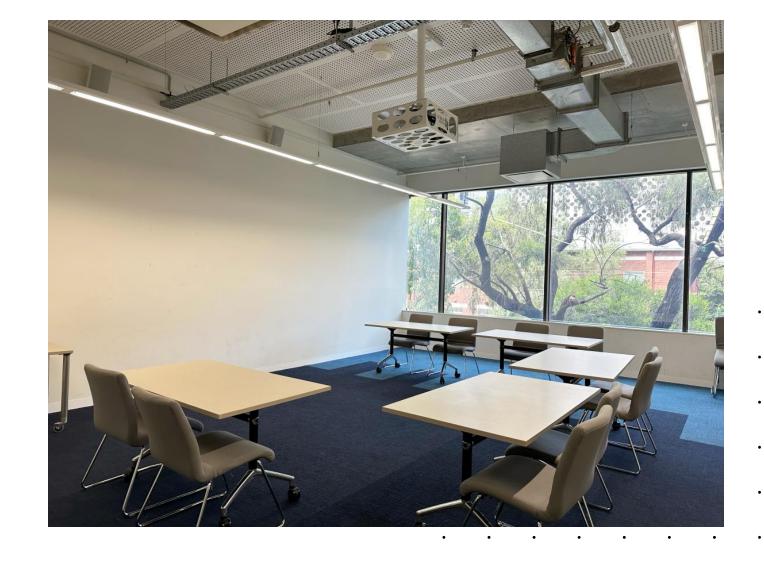
This is a no- shoes space

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**GS302** 

Capacity - 40





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GS310

Capacity - 30



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#### **GS307**

Capacity - 6



