Events and Conference Services Standard Room Setups (Internal Clients)

Events and Conference Services (ECS) uses standard set ups in many of it’s spaces. Below are the spaces that will be set in a standard set-up. If rooms are requested in non-standard set ups, additional charges may apply, and work is not guaranteed. Use the diagrams below to assist in determining the proper location for your event. If you have any questions, contact ECS at 410-951-3571 or email eventservices@coppin.edu.

**Talon Center Room 214**
*Standard Setup:* Conference  
*Capacity:* 25

**Talon Center Room 210**
*Standard Setup:* Classroom  
*Capacity:* 40

**Talon Center Cafe**
*Standard Setup:* Banquet Squares  
*Capacity:* 75

**Talon Center Dining Hall**
*Standard Setup:* Banquet Squares  
*Capacity:* 400
Talon Center Room 218 A
Standard Setup: Banquet    Capacity: 56

Talon Center Room 218 B
Standard Setup: Conference   Capacity: 25

Talon Center Atrium
Standard Set Up: Theatre    Capacity: 150

James Weldon Johnson Auditorium
Standard Setup: Theatre Capacity: 950

Tawes Ballroom
Standard Setup: Banquet    Capacity: 200

Events and Conference Services
Talon Center, Room 202
www.uniquevenues.com/coppin
410.951.3571    eventservices@coppin.edu