# About this space

**Reception Area**

The reception area is a bright, inviting space for that students, faculty and guests will see as soon as they enter the building. A large office desk allows a receptionist or front-desk staff to work on administrative tasks while tending to guests as needed, and a waiting area with comfortable seating lets visitors relax as they wait for their appointments.

**Requirements for a Great Reception Area**

For **students**, the reception area should offer easy access to the front desk and provide comfortable seating where they can sit and do homework as they wait to be picked up.

For **visitors**, the reception area should offer a comfortable waiting space and easy access to the front desk where they can sign in for their appointments.

For **receptionists and front-desk staff** the reception area should provide a wide desktop with a high front panel, allowing them to work confidentially as they tend to students, teachers and visitors. They should be able to easily move between the front desk and the waiting area as needed.

For **administrators**, the reception area should be furnished in a way that meets the needs of their school. Products must be readily available and delivered on time. Installation should be quick and efficient.

**Reception Area Solutions from School Outfitters**

School Outfitters' research and development team designed a reception area that works for front-desk employees as well as students, teachers and guests. We've selected furnishings that accommodate administrative work, as well as comfortable seating for an inviting waiting space. A dedicated **front office area**, **waiting area** and **storage area** make creating a great reception area simple.

The **front office area** provides a receptionist or administrative staff with space to work on a computer, take phone calls or interact with students, teachers and visitors.

- A **reception desk** with a spacious tabletop and high front panel makes it easy to work confidentially while tending to a visitor, student or teacher.
- **Lockable storage pedestals** secure confidential files or personal items.
- **Shelving** offers storage space for record binders and books or can be used to display plants, knickknacks or other decorative items.
- A **padded office chair** treats the receptionist or front desk employee to comfortable seating throughout the long workday. Adjustability functions ensure the user can work from whatever position works best for them, and rolling casters make it easy to move the chair around the area as needed.

A **waiting area** provides guests, teachers and students with comfortable seating as they wait for appointments.

- **Soft seating** keeps users comfortable as they sit and wait.
- **Powered furniture** accommodates technology use with built-in outlets for charging devices.
- **Low tables** provide a surface where guests can put their coffee mug or reading material as they wait for an appointment.

The **storage area** keeps reading material and person belongings organized.

- **Bookshelves** stocked with books or educational magazines give guests and students the option of reading as they wait for an appointment or to be picked up.
- A **wardrobe** with built-in coat rack gives the receptionist or front desk employee a place to store a coat, umbrella, purse or briefcase, and any other items that they regularly take to and from work. It may also be used to secure guest belongings that they don't want to take into their meetings.

**Choosing your Reception Area Solution**

School Outfitters makes it simple to outfit your school's reception area. Choose the option that best fits your budget and needs and get an itemized quote with just one click. Our helpful sales representatives are happy to answer any questions about our reception area solution and how you can put it to use in your school. Just give us a call at 1-800-260-2776.