

# **Manager Tools Specs**

## **Effective Manager and Effective Communications Conferences**

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### **Meeting Room:**

- Room size preferred: 40' wide by 70' long, can go down to 35' x 45'
- Set up chevron with 6' x 18" tables according to attached diagram
- F&B tables at the back of the room for breakfast and breaks
- 2 registration tables outside of the room, no chairs
- Access to room at 6:00 am both mornings for final set up
- Banquet staff to turn room over on first day at 7:00 pm so we can do set up for second day
- Access to meeting room day before in the afternoon / early evening for set up
- No other event will be booked in meeting room overnight
- Room temp must be 63 degrees Fahrenheit by 5:00 am both mornings

### **AV Needs:**

- 8' x 10' screen
- 1 hardback easel for flip chart pads (no pads or markers needed)
- AV table 25' from the front of the room
  - Power cord at table
  - Small skirted table, same height as classroom tables
- AV set up day before in the afternoon / evening
- We provide our own projector, sound, and flip chart pads and markers

### **F&B Needs:**

- Expected attendance is 20 people per day
- Breakfast
  - Set up at the back of the room by 6:45 am both mornings
  - Please send continental and hot breakfast menu options
- Lunch
  - Double-sided buffet set up outside meeting room
  - First day at 12:30 pm
  - Second day at 12:15 pm
  - Please send lunch menu options
- Breaks
  - Morning breaks both days at 9:30 am
  - Afternoon breaks both days at 2:00 pm
  - Please send break menu options
- Coffee / tea service throughout the day

### **Sleeping Room Needs:**

- 3-5 rooms needed each night, paid for by guests
- We do not guarantee sleeping room usage
- We'll provide a rooming list and credit card numbers to guarantee reservations

# Manager Tools Room Diagram

Tables are 6'x18" – 2 attendees per, 8 across  
Pitch of tables is approximately 15 degrees  
Diagram is not to scale 😊

40' wide

