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
  o Power cord at table
  o 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
  o Set up at the back of the room by 6:45 am both mornings
  o Please send continental and hot breakfast menu options
• Lunch
  o Double-sided buffet set up outside meeting room
  o First day at 12:30 pm
  o Second day at 12:15 pm
  o Please send lunch menu options
• Breaks
  o Morning breaks both days at 9:30 am
  o Afternoon breaks both days at 2:00 pm
  o 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

Small Table

8’x10’ screen

30’ from front of room to the tip of first table

AV Table

2 Easels

6’ from each right front corner to front corner of each table behind

6’ from front left edge to right front edge

6’ from edge of wall to tables

70’ Long

F&B F&B F&B

Last updated on 1.15.14