



Future Convention Planning Requirements

Rooms: 35 – 45 Guests Expected

3 Nights accommodations – Single and Double Occupancy Rooms

25 - 30 Rooms per night – Total 90 - 100 Rooms Nights

2 Days - Pre & Post Convention rooms

Days of Week: Thursday, Friday, Saturday or Sunday, Monday, Tuesday

Internet Access in Rooms

Preferred dates April, May, June

Meeting Space:

Requirements: Internet Access, Projector Screens, and Banners Displayed

Day 1 – 12 Noon – 6 PM

Board Room up to 10 People

Meeting Room- Classroom Set Up – up to 25 People

Day 2 - All Rooms Available – 8AM - 6 PM

Meeting Room # 1 – General Session – up to 60 People

Meeting Room # 2 – Break Out # 1 – Up to 30 People

Meeting Room # 3 – Break Out # 2 – Up to 20 People

Day 3 - All Rooms Available – 8AM - 6 PM

Meeting Room # 1 – General Session – up to 60 People

Meeting Room # 2 – Break Out # 1 – Up to 30 People

Meeting Room # 3 – Break Out # 2 – Up to 20 People



Food & Cocktail Parties:

NOTE: Optional to have some meals/events off Site

Day 1

Cocktail / Welcome Reception

Day 2

Breakfast

Lunch

Awards Dinner

Day 3

Breakfast

Lunch

Optional (Dinner or Event)