

# Meeting Planning Formulas!

## Function Room Set-Ups

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### Theatre:

- Less Than 60 People = 12-13 sq. ft. per person
- 60-300 People = 11-12 sq. ft. per person
- 300+ People = 10-11 sq. ft. per person

### Schoolroom:

- General = 17-22 sq. ft. per person (18" tables. Add 1 sq. ft. pp for 30")
- Less than 60 People = 22-23 sq. ft. per person
- 60-300 People = 20-21 sq. ft. per person
- 300+ People = 17-18 sq. ft. per person

### Conference:

- 2-3 Feet of table length per person

### Banquet:

- 60 Inch = 8-9 People (12.5-13.5 sq. ft. per person)
- 66 Inch = 9-10 People (12.5-13.5 sq. ft. per person)
- 72 Inch = 10-11 People (12.5-13.5 sq. ft. per person)

### General Function Room Set-Up Notes:

- All schoolroom and banquet tables are 30" high
- Rectangular tables that are 6 or 8 feet long by 30" wide are used for U-Shape, Conference, etc..
- Rectangular tables that are 6 or 8 feet long by 18" wide are used for schoolroom set-ups.

## Contracts

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### A contract should include

- Sleeping Rooms
- Concessions
- Payment procedures
- Outline of meeting space
- Room block control
- F&B Performance Requirements
- Contract Management Issues/Clauses: Attrition, Act of God, Cancellation, Force Majeure, Indemnification

## Exhibits

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### Types of Booths

- Standard (In-Line)
- Perimeter (Wall) Booth
- Peninsula Booth
- Island Booth:

## Audio Visual

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### Formula One:

First Row of Seats and Last Row Of Seats (2x8 Rule)

*No one should be seated closer than 2x screen height*

*No one should be seated farther than 8x screen Height*

### Formula Two:

Minimum Ceiling Height: Screen height + 4 or 5 feet (*min. distance floor to screen bottom*)

### Formula Three:

Screen Width: Refer to Ratios below:

Overhead = 1:1 (8x8; 10x10)

Multi Image = 1:3 (6x18; 8x24; 10x30)

Slide = 2:3 (6x9; 8x12; 10x15)

Video = 3:4 (6x8; 9x12; 10.5x14)

## Food and Beverage

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### Continental Breakfast:

- One attendant and separate buffet table per 100 attendees
- Breakpoint for 2<sup>nd</sup> Buffet = 120 attendees.
- Usually run 30 minutes to one hour

### Full Breakfast Buffet:

- Usually runs about one hour

### Refreshment Breaks:

- 30 minutes = minimum amount of time
- One attendant per 100 attendees
- Morning = 65% Hot/35% Cold
- Afternoon = 35% Hot/65% Cold
- 50-75% Regular Soft Drinks
- 25% Diet Soft Drinks
- Coffee = 20 Cups per Gallon; 60% Regular/20% Decaf

### Luncheons:

- Typical time = 1 hr. 15 minutes to serve. Schedule 90 minutes.

### Banquets:

- Two Hours per dinner service
- Three bottles of wine per table of 8 (2 white and 1 red)
- ½ bottle per person + 10% buffer
- Every 10 bottles white=two red (opposite for red meat)
- Servers = 1 per 20 people (optimal) 1 per 32 (standard) 1 per 16 for upscale or with wine service

### Receptions:

- One attendant per 50 guests
- One bartender per 100 people if arriving in intervals
- One bartender per 50 people if arriving as a group.
- Immediately Following Meeting -- Food Consumption is less
- Less food/more drinks if reception is prior to dinner

## ADA

### General:

- Hallways and Corridors = 36" clearance and occasional spaces for turning/passing

### Hotel Rooms:

- At least 2% Barrier Free; At least 1% of these having roll-in showers
- Doors and Hallways inside rooms have 32" clear openings

### Meeting Rooms:

- Doors have at least 32" clearance

### Entrances, Corridors, Stairs:

- Approaches to building entrances at least 5' wide
- Single door entrances minimum of 32" wide. Double Door = 48"

### Elevators:

- Doors have 32" wide clearance
- Space no greater than 1.25" between the floor and platform

### Public Restrooms:

- Flush Controls no more than 44" from Floor

### Parking:

- Designated Parking space within 200' of building
- One Designated space per 25 total spaces

### Ramps, Curbs and Walks:

- Slope of all ramps is 1' of rise to every 12" of run.
- Ramps have 5' wide level landing at top and bottom