



ITE Western District Annual Meeting

Typical Room Setup and Requirements

WESTERN DISTRICT BOARD MEETING

Date and Time

- Sunday
- Typically 9:00 am to 5:00 pm

Typical Room Size

- 1,600 SF

Function Attendance

- 40 people

Room Set up

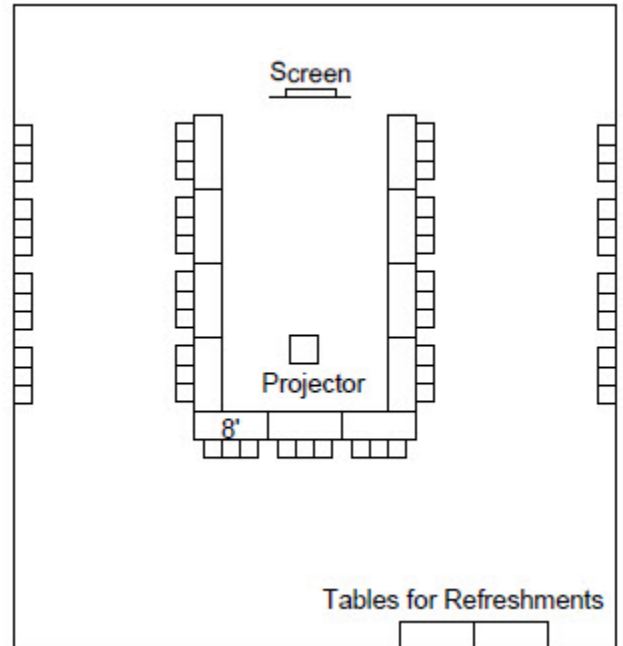
- U-shaped for 28 seated on outer sides of tables only (see diagram)
- End table if needed (shown dashed)
- Chairs each along two walls.
- One easel outside of room

Food & Beverage

Selected in consultation with Western District President.

May include:

- Morning
 - Pastries, fruit
 - Coffee, decaf, tea
- Lunch
 - Deli Buffet Lunch, or
 - Boxed Lunches
- Afternoon
 - Assorted Soft Drinks
 - Cookies, brownies



Assumes 8 ft. tables, 3 per table, with seats set to not straddle table legs U-shaped for 28 seated on outer sides of tables only (end table if needed (shown dashed) Officer Seating Refreshment/Buffer Tables Easel Open end provides position for standing presentations (or screen for visual). Projector and table, if needed. Power access for U-table attendee's computers.



ITE Western District Annual Meeting

Typical Room Setup and Requirements

TRAFFIC BOWL

Date and Time

- Tuesday
- Typically Noon to 5:00 pm

Typical Room Size

- 5,500 SF

Function Attendance

See historical data for ranges

- 200-225 people

Room Set up

- Spectators
 - Rounds of 10
 - Chairs for seating, or
 - Combination of both + space for standees/milling around bar/food
- Three tables on risers (each table to seat 5)
- Freestanding podium for Emcee
- Table for the judges (3-4 seats)
- Cash Bar
- Tables for food
- One easel outside of room

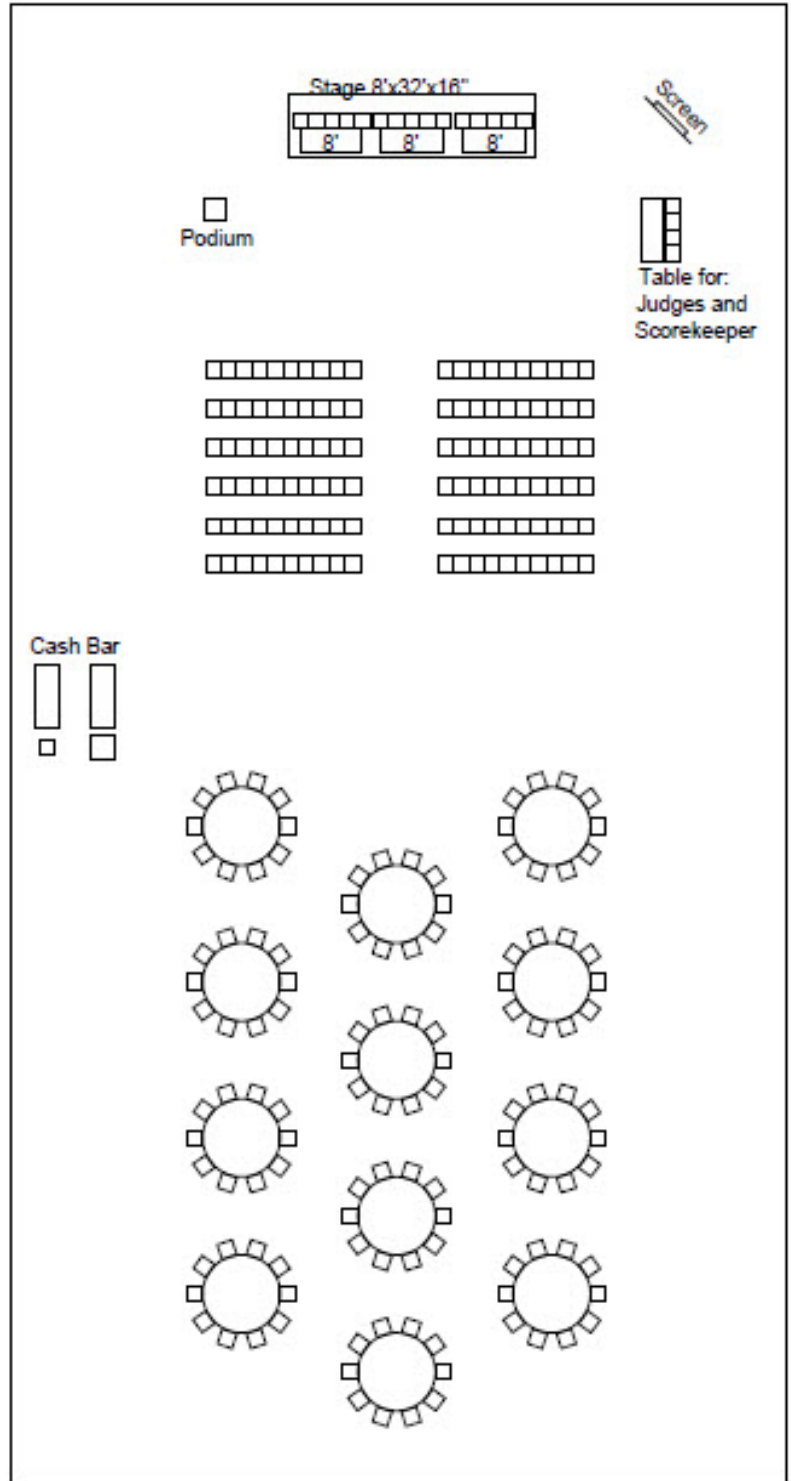
Audio/Visual

- Emcee podium microphone (mobile)
- Overhead projector package
 - Projector
 - Cart
 - Screen
 - All electrical cables and cords
- Speakers and amplifiers
- Traffic Bowl Equipment

Food & Beverage:

Selected in consultation with LAC Chair

President. May include Ice Cream Bar or Pizza Bar + Beverages (optional)





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LEADERSHIP BREAKFAST

Date and Time

- Tuesday
- Typically 7:00 am to 9:00 am

Typical Size

- 1,600 SF

Function Attendance

- 50-70 people

Room Set up

- Rounds of 10
- No Head Table
- One easel outside of room.

Audio/Visual

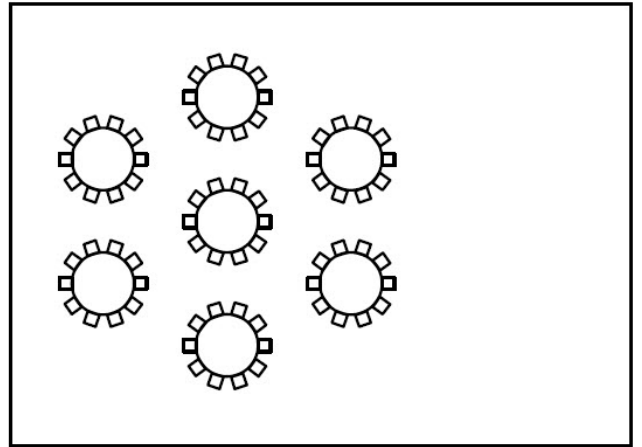
- Typically none

Food & Beverage:

Selected in consultation with Western District Vice President.

May include:

- Breakfast buffet or sit down hot entree
- Coffee, decaf, tea





ITE Western District Annual Meeting

Typical Room Setup and Requirements

KICKOFF AND ANNUAL BUSINESS MEETING LUNCHEONS OPENING SESSION

Date and Time

- Opening Session Monday 8-10 AM
- Kickoff Luncheon Monday Noon-2PM
- Business Luncheon Tuesday Noon-2PM

Typical Room Size

- 8,000 – 10,000 SF

Function Attendance

See historical data ranges, adjust to registration

- Opening: 300-500, commonly 400
- Kickoff Luncheon: 300-500, ~ 400
- Business Luncheon: 300-350

Room Set-up

- Rounds of 10
- Head table on low risers to seat up to 24 (likely 10 on Monday, 15+ on Tuesday)
- Table top lectern w/microphone adjacent to President at head table
- One American Flag on left at riser
- One easel outside of room.

Audio/Visual

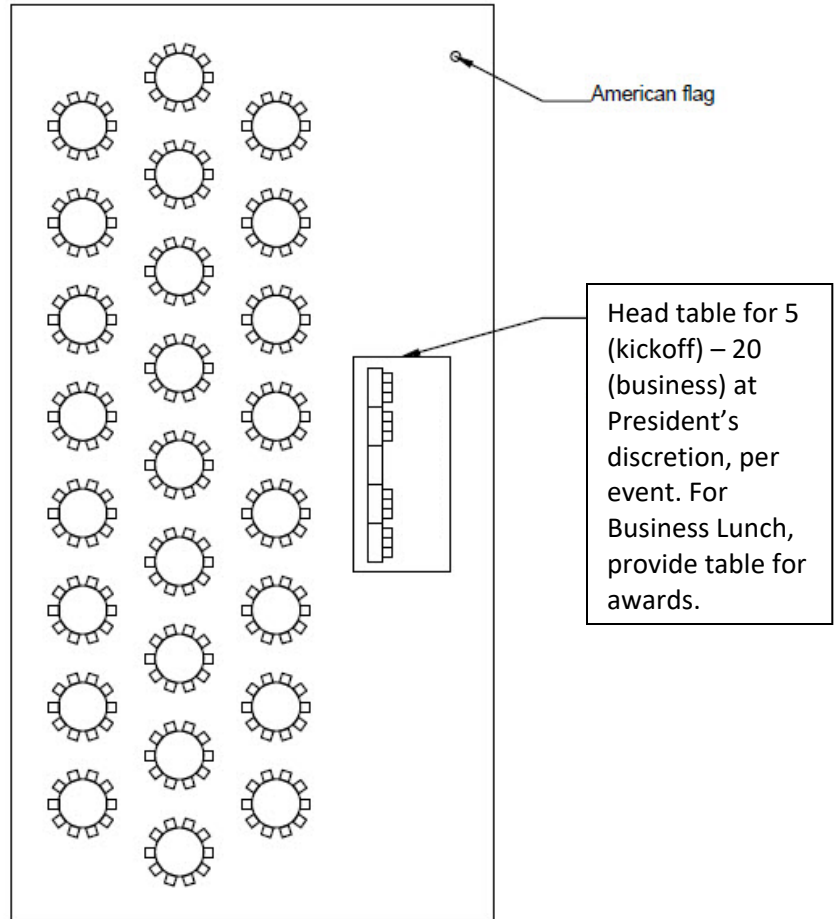
- Presidential podium microphone
- Overhead projector package (if needed)
 - Projector
 - Cart
 - Screen
 - All electrical cables and cords
- Speakers and amplifiers

Food & Beverage

Selected in consultation with LAC Chair.

May include:

- Soup or Salad + Entrée + Dessert
- Coffee, decaf, tea





ITE Western District Annual Meeting

Typical Room Setup and Requirements

WESTERN STATES LUNCHEON

Date and Time

- Wednesday
- Typically Noon to 2:00 pm

Typical Room Size

- 8,000 to 10,000 SF

Function Attendance

See historical data ranges

- 150-300, typically 200

Room Set up

- Rounds of 10
- Head table on low risers to seat up to 24
- Two reserved tables in front of the head table for Committee Chairs
- Table top lectern w/microphone adjacent to President at head table
- One American Flag on left at riser
- Large State flags on back wall
- Small flags on center of tables
- One easel outside of room.

Audio/Visual

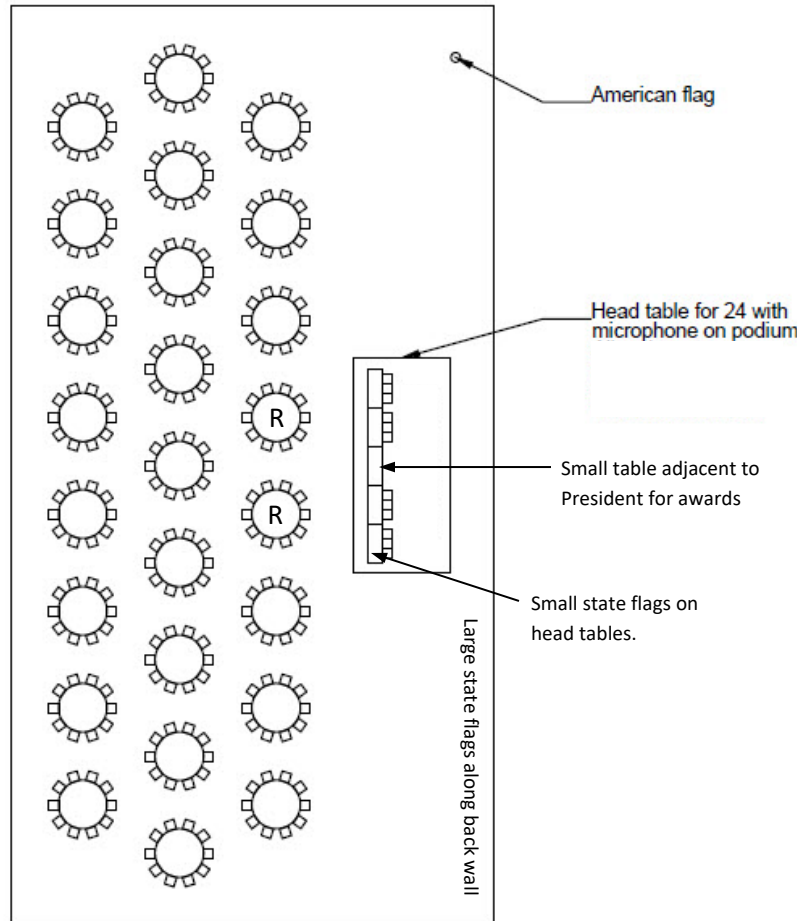
- Presidential podium microphone
- Speakers and amplifiers

Food & Beverage:

Selected in consultation with LAC Chair.

May include:

- Soup or Salad
- Entrée
- Dessert
- Coffee, decaf, tea



NOTE: the head table should be worked out with the President to avoid oversizing the table relative to remainder of room.



ITE Western District Annual Meeting

Typical Room Setup and Requirements

JAMES H. KELL STUDENT COMPETITION

Date and Time

- Sunday
- Typically Noon to 5 PM

Typical Size

- 1,600 SF

Function Attendance

- 120 people

Room Set up

- Rounds of 10
- No Head Table
- One easel outside of room.

Audio/Visual

- Typically none

Food & Beverage:

Selected in consultation with Western District President.

Commonly not provided unless sponsored:

- Coffee, decaf, tea, water, sodas should be a minimum

