ITE Western District Annual Meeting

Typical Room Setup and Requirements

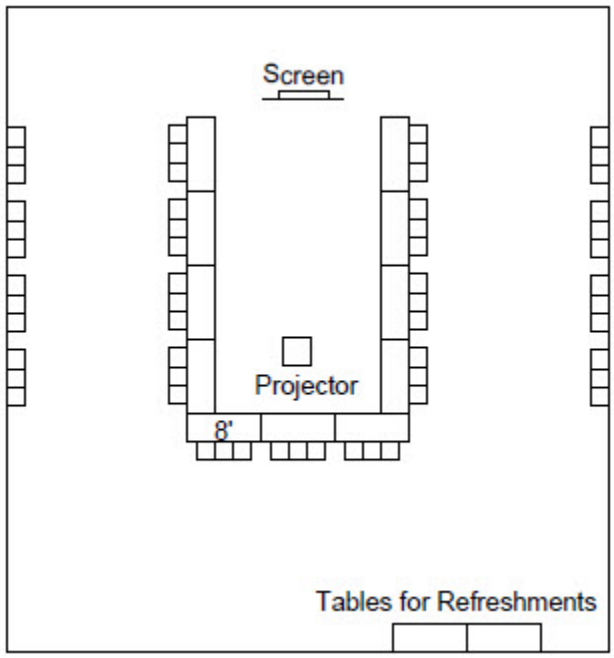
WESTERN DISTRICT BOARD MEETING

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/Buffet 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.

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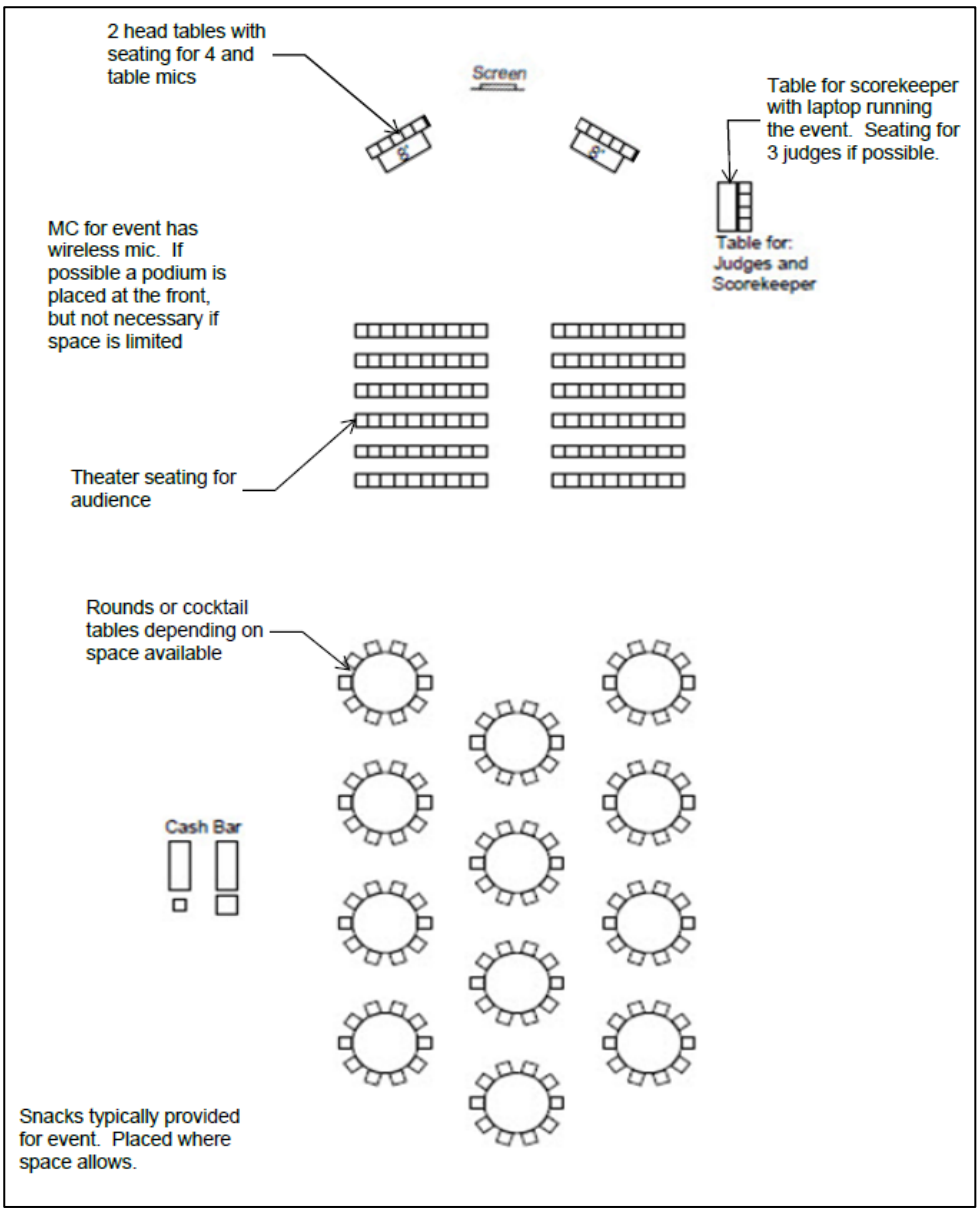
PROFESSIONAL COMPETITION



<u>Date and Time</u>

- Tuesday
- Typically 3:00 to 5:00 pm

<u>Typical Room Size</u>

- 5,500 SF

<u>Function Attendance</u>

See historical data for ranges

- 200-225 people

<u>Room Set up</u>

- Spectators
  - Rounds of 10
  - Chairs for seating, or
  - Combination of both + space for standees/milling around bar/food
- Two tables at front (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

<u>Audio/Visual</u>

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

<u>Food & Beverage:</u>

Selected in consultation with LAC Chair. May include Ice Cream Bar or Pizza Bar + Beverages (optional)

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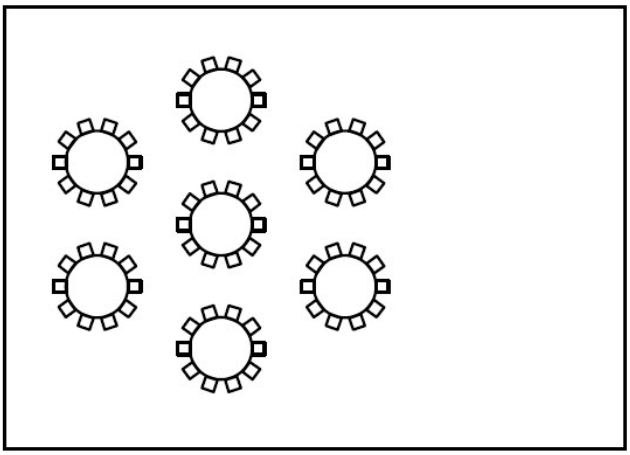
LEADERSHIP BREAKFAST



Date and Time
- Tuesday
- Typically 7:00 am to 9:00 am

Typical Size
- 1,600 SF

Function Attendance
- 30-40 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

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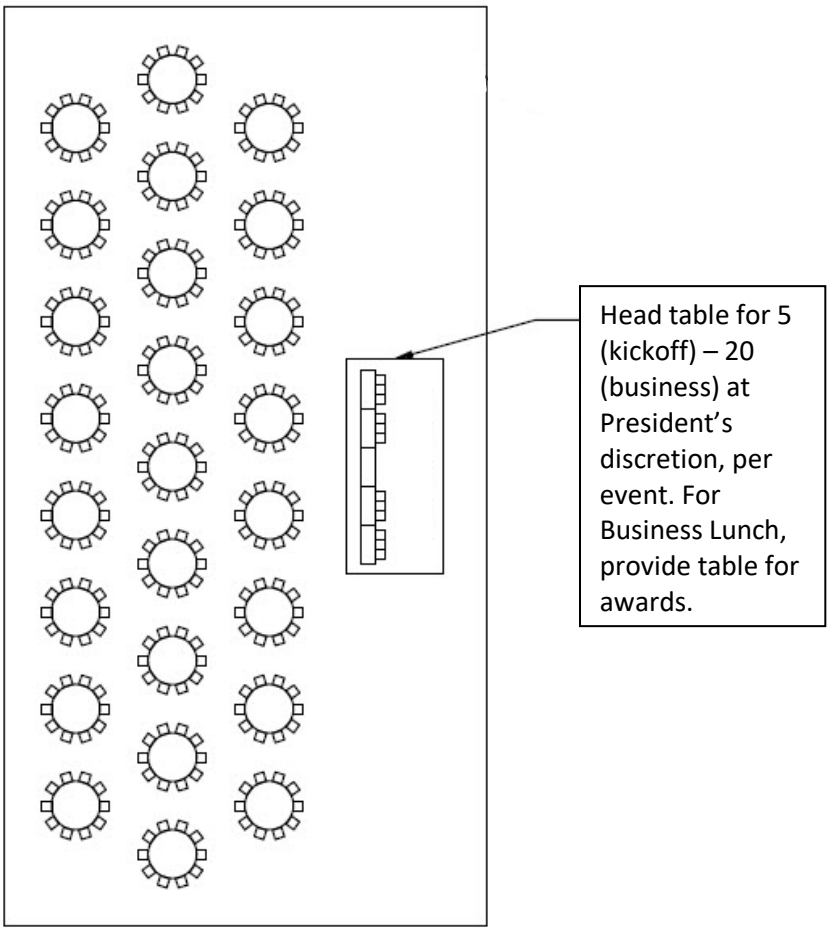
KICKOFF AND ANNUAL BUSINESS MEETING LUNCHEONS OPENING SESSION



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: 250-300

Room Set-up

- Rounds of 10
- Head table on low risers to seat up to 10
- Table top lectern w/microphone adjacent to President at head table
- One easel outside of room.

Audio/Visual

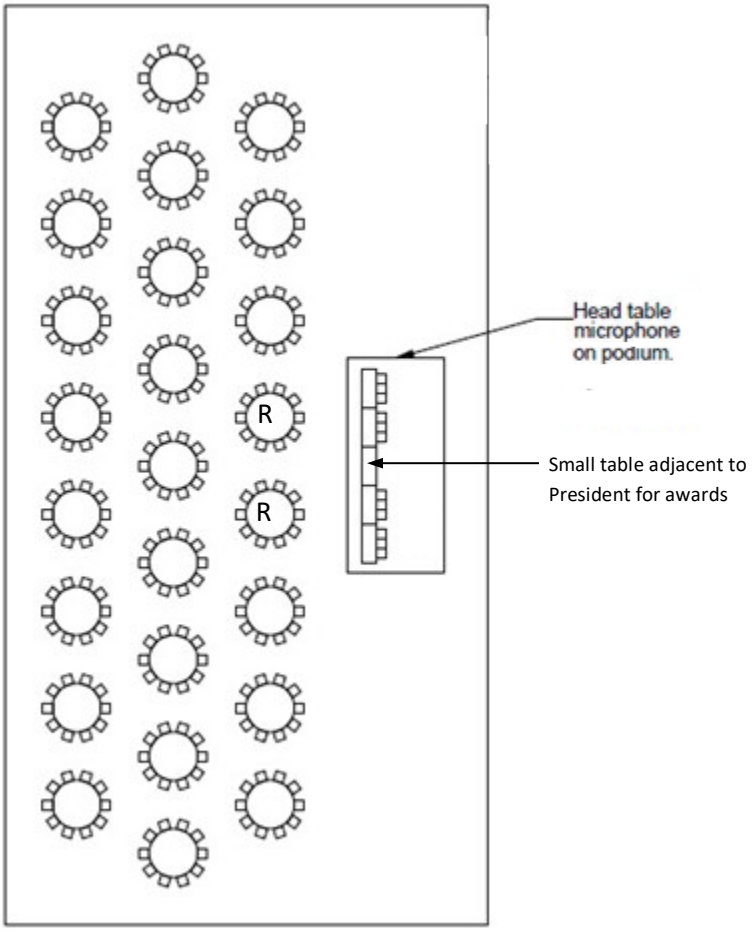
- Presidential podium microphone
- Overhead projector package (if needed)
  - Projector
  - Cart
  - Screen
  - All electrical cables and cords
- Speakers and amplifiers

Food & Beverage

Selected in consultation with LAC Chair.
May include:

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

WESTERN STATES LUNCHEON



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

Date and Time
- Wednesday
- Typically Noon to 2:00 pm

Typical Room Size
- 8,000 to 10,000 SF

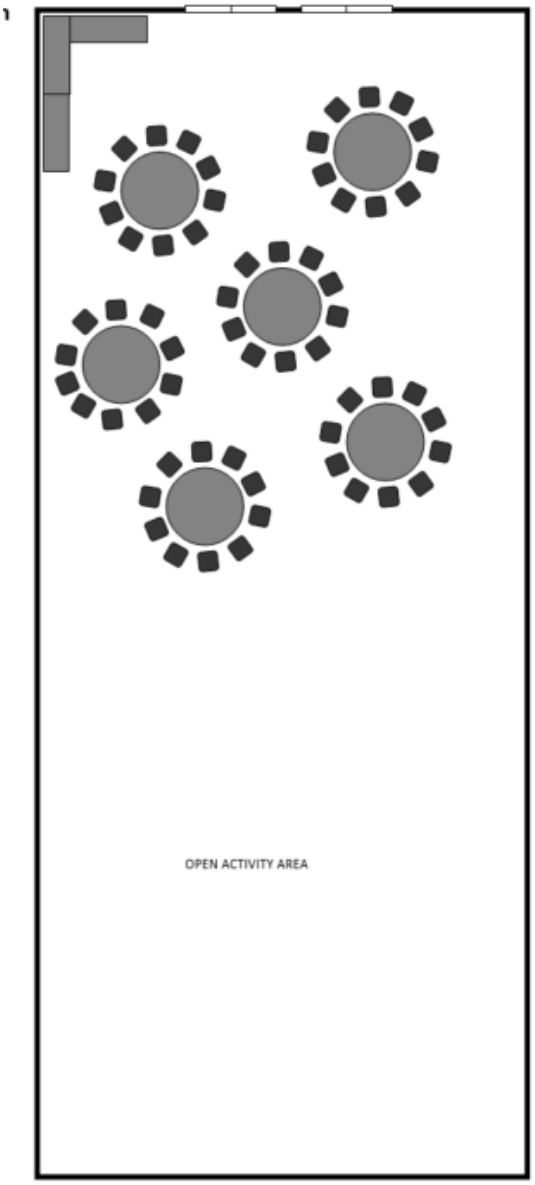
Function Attendance
See historical data ranges
- 150-300, typically 200

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
- Large State flags on back wall (or where practical)
- 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

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:

Commonly not provided unless sponsored