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To Whom It May Concern:

From the perspective of a hosting venue, most of the facilitation needs for a Certified LeSS Practitioner course are routine. The main exception is the extensive amount of additional floor space required to accommodate the significant number of large temporary whiteboards and associated artist easels, both of which I will supply.

Each crescent round table of 5 students requires two 4'x4' whiteboard panels sitting on artist easels. The whiteboard panels for some of the participant tables can be placed in a nearby breakout room instead the main lecture space. (Breakout room is extremely unlikely with a small group.)

The footprint of two 4'x4' whiteboard panels and their associated artist easels is approximately 4'x8'. These are typically placed along the walls of the event space.

In other words, each participant table of five students requires  $4 \times 8 = 32$  sq. ft. of floor space for their respective whiteboard panels. In comparison, the 10 ft. diameter footprint required by a 60" round table and the associated chairs is 78 sq. ft. After accounting for some additional standing room in front of each whiteboard, you can see how the whiteboards tend to require about half again the amount of floor space normally required.

Due to this additional floor space requirement, it will take around 1500 square feet of event space to support a class of 30 students. The greatest challenge in selecting the smallest and most economical choice of event room available is sometimes not how many crescent rounds of 5 people each will fit, but rather how many 8' lengths of wall space are available without blocking any exits or otherwise getting in the way. (A compressed 2-Day weekend course is extremely unlikely to be big enough to require a 1500 square foot room.)

I am perfectly happy with a breakout room for some of the whiteboard panels. A single event room which can accommodate everything is preferred, but not when doing so is less cost effective. In a public course, all hosting costs impact my profit margin.

#### CAVEOTS:

- A weekend course will likely be a small group with less than 10 students. Such a small group will probably fit in 500 square feet or less.
- With such a small class a boardroom style room should work as well. I can have two working groups simply by placing each work group on their own end of a board room table. Crescent rounds still work too of course.

## The Routine Stuff

- 2-Days (Instead of typical 3-Days)
- No hotel rooms to be included in quote. (Courtesy block might be useful.)
- Course hours: 8:00 a.m. – 8:00 p.m. (Instead of typical 8:30 a.m. – 6:00 p.m.)
- Breakfast Start: 7:30 a.m.
- Maximum Student Count: 10
- Minimum Financially Viable Student Count: 5 to 6
- Hot breakfast, lunch, dinner, and any relevant snacks.
- A/V:
  - Projector and Screen (Or equivalent display solution)
  - Note: I can provide a portion or all the A/V equipment if financially more compelling to do so, although it is easier not to. These small rooms often have a built-in TV, which will be fine.
- Please consider detailing your cancelation policies when providing a quote.

## Alternative Meal Arrangements

At low student head counts the structural overhead of in-room catering of meals tends to be cost prohibitive. I am perfectly happy to walk the training cohort to an on-property table service restaurant for meals, with only minimal in-room catering. Please feel free to include this sort of more creative offering in your proposal.

## Financial Considerations

- Fixed overhead cost (i.e.: room rent + minimum F&B spend + fees +tax) is a greater concern than incremental per student cost for a public course with an unpredictable student count.

## Relevant Links

- Comparable Course in Milwaukee, Wisconsin on a more typical 3-day schedule:  
[https://agilecarpentry.com/mke\\_clp/](https://agilecarpentry.com/mke_clp/)

Thank you for your time and effort spent understanding the detail above.

Sincerely,  
James Lee Carpenter



Figure 1: Here is an example of two large artist easels setup for class. The design specifics may be changed to fit into a large flight case, yet the overall size and footprint required will remain the same.



Figure 2: Photo of the Barton Creek AB meeting room at the Omni Barton Creek in Austin. Although seemingly large enough to easily fit 30 students, the layout diagram in the next figure shows just how much of this space is consumed by easels and whiteboards. A 2-day weekend course is extremely unlikely to ever be big enough to need a room this large.

Barton Creek AB: 59' x 32' => 1890 sq. Ft.

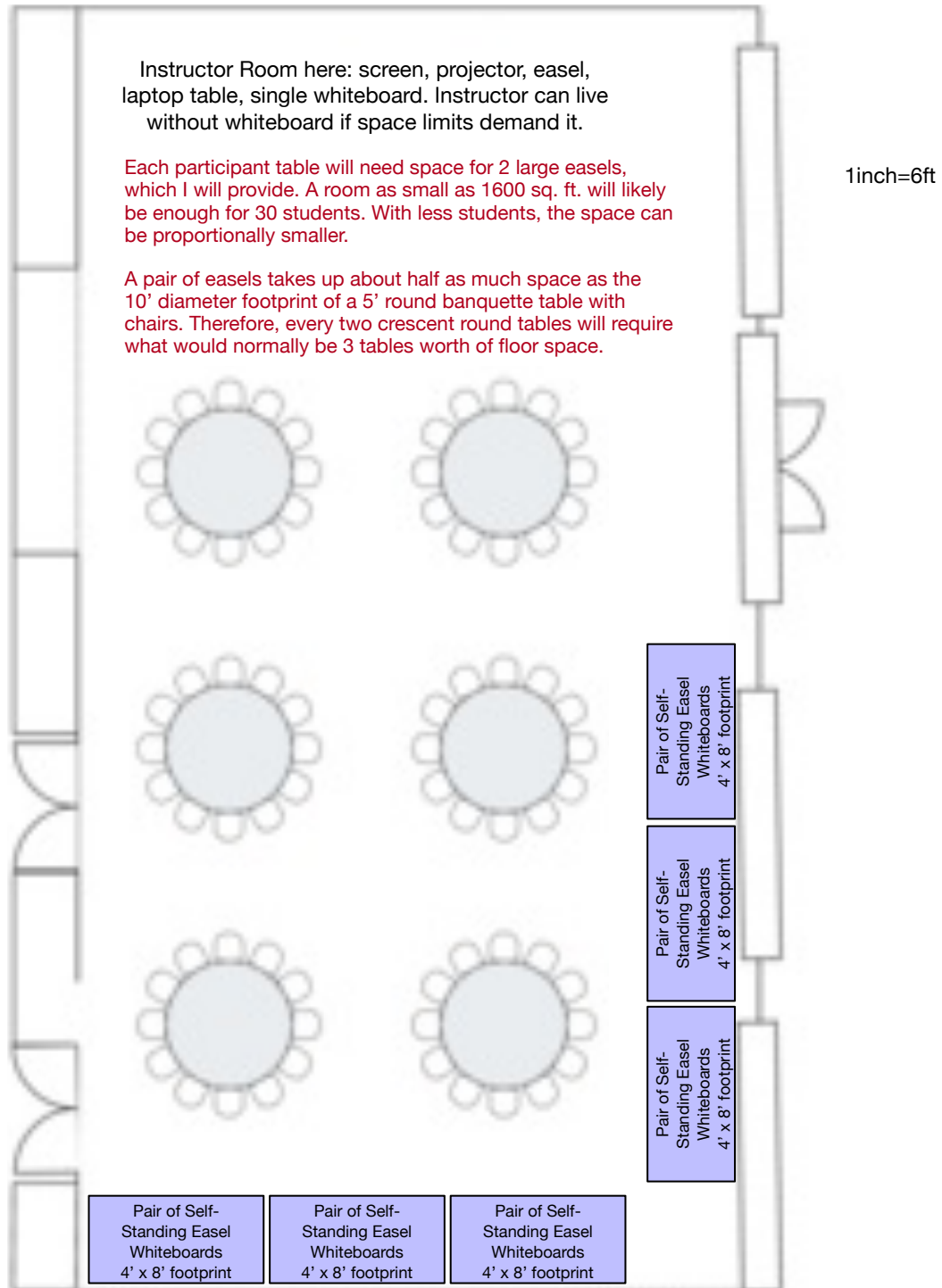


Figure 3: As you can see from this example layout of the Barton Creek AB meeting room in the Omni Barton Creek Austin, using easels consumes a great deal of floor space. I have never run training in this venue, yet the layout remains instructive in helping to understand the additional floor space requirements imposed by the large easels.