



James Carpenter
Owner
Executive Agile Coach

832-677-7247
james@agilecarpentry.com
agilecarpentry.com

To Whom It May Concern:

From the perspective of a hosting venue, most of the facilitation needs for my 4-Day executive off-site workshop 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. The first three days of the workshop consist of a 3-Day Certified LeSS Practitioner course which is then immediately followed one day of additional discussion. Only a few of the whiteboards on easels are required on the fourth day, so transitioning to a smaller event space on the fourth day is a possibility if required.

Each crescent round table or similar pod of 5 students requires at least 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. Using three 4'x4' whiteboard panels is better when space, shipping logistics, and cost effectiveness allow.

The footprint of two 4'x4' whiteboard panels and their associated artist easels is approximately 4'x8', with an approximate footprint of 4'x12' for three panels. These are typically placed along the walls of the event space, pre-function space, or a breakout room.

In other words, each participant table of five students requires $4 \times 8 = 32$ sq. ft. to $4 \times 12 = 48$ 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 2500 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.

I am perfectly happy with a breakout room or pre-function space 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.

The Routine Stuff

- 4-Days
- 15 to 25 hotel rooms included in quote if a remote off-site location, 0 otherwise
- Course hours: 8:30 a.m. – 6:00 pm
- Breakfast Start: ~8 a.m.
- Maximum Student Count: 30
- Typical Student Count: 15 to 25
- Light breakfast, mid-morning snack, hot lunch, mid-afternoon snack
- A/V:
 - Projector and Screen (Or equivalent display solution)
 - Lapel microphone for instructor, and ideally one handheld microphone for students. (Only needed at larger student head counts.)
 - 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.
- Please consider detailing your cancelation policies when providing a quote.

Alternative Food & Beverage Arrangements

If a venue is located within a short walk of several table service restaurants, and if the student headcount isn't too large; it sometimes makes sense for me to walk the group to lunch at pre-arranged restaurants. This can be a nice break for everyone, while concurrently providing great networking opportunities. At larger headcounts this becomes increasingly impractical.

If you represent a venue which fits into this alternative food & beverage arrangement category, just explain what you have to offer. Providing some detail on what nearby table service restaurants are within a short walk is often helpful.

Evening Dining Options

Any evening table service restaurant recommendations outside the venue appropriate for a group outing are appreciated. Especially those within walking distance from the venue.

Overall Context

If you are reading this RFQ I am likely doing event research on behalf of a private consulting client. Whether the space will end up being formally contracted by Agile Carpentry or by the end client can vary. I typically have more experience researching appropriate training venues than my clients, so I often collaborate with the client on the venue research.

There are two common scenarios for off-site training:

- 1) **In-town off-site workshop:** No hotel rooms are needed, except for anyone coming from other offices.
- 2) **Distant off-site workshop:** Most every participant will need a hotel room. Venues are intentionally selected to be just far enough away from the company headquarters to ensure people will need to spend the night.

Closing

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

Sincerely,
James Lee Carpenter



Figure 1: Here is an older example of two large artist easels setup for class. The design specifics have changed, yet the overall size and footprint required are the same if only using two panels per participant table.

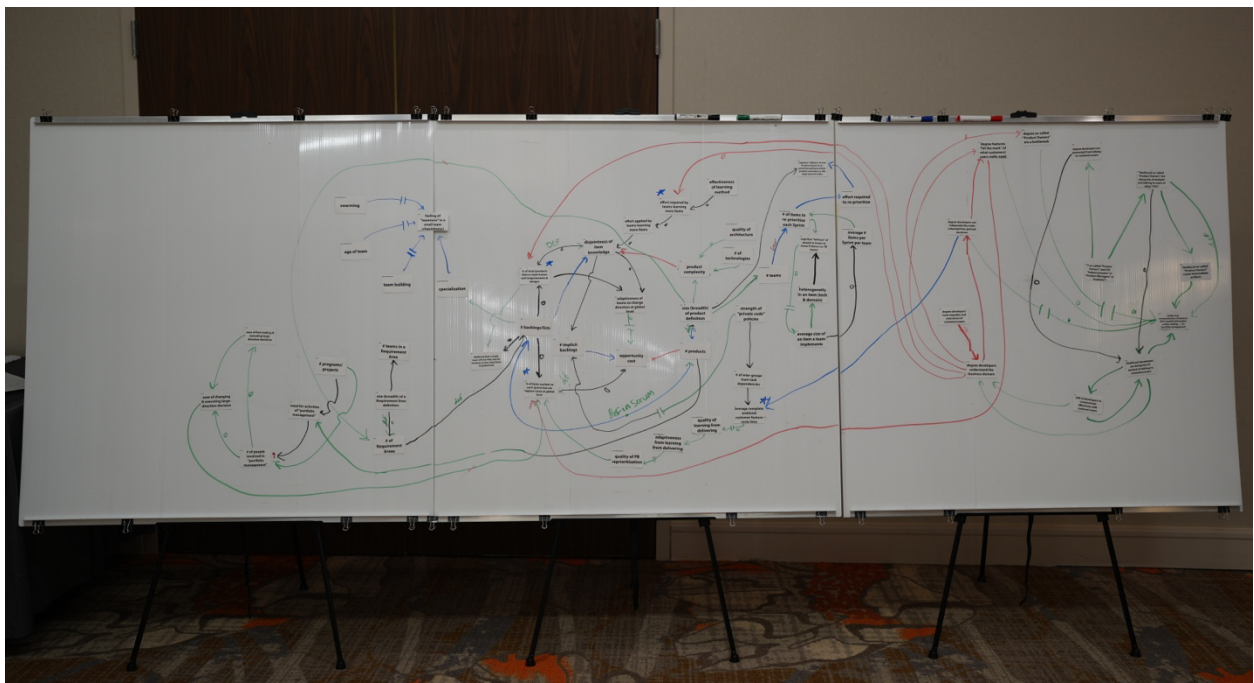


Figure 2: Here is an example of a set of three artist easels setup for a class. This is an updated design which packs down more tightly than my original design shown in Figure 1. Each table of 3 to 5 participants requires one set of these, with either two or three panels per set.



Figure 3: 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. Please ignore the inappropriate table layout shown in this photo.

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

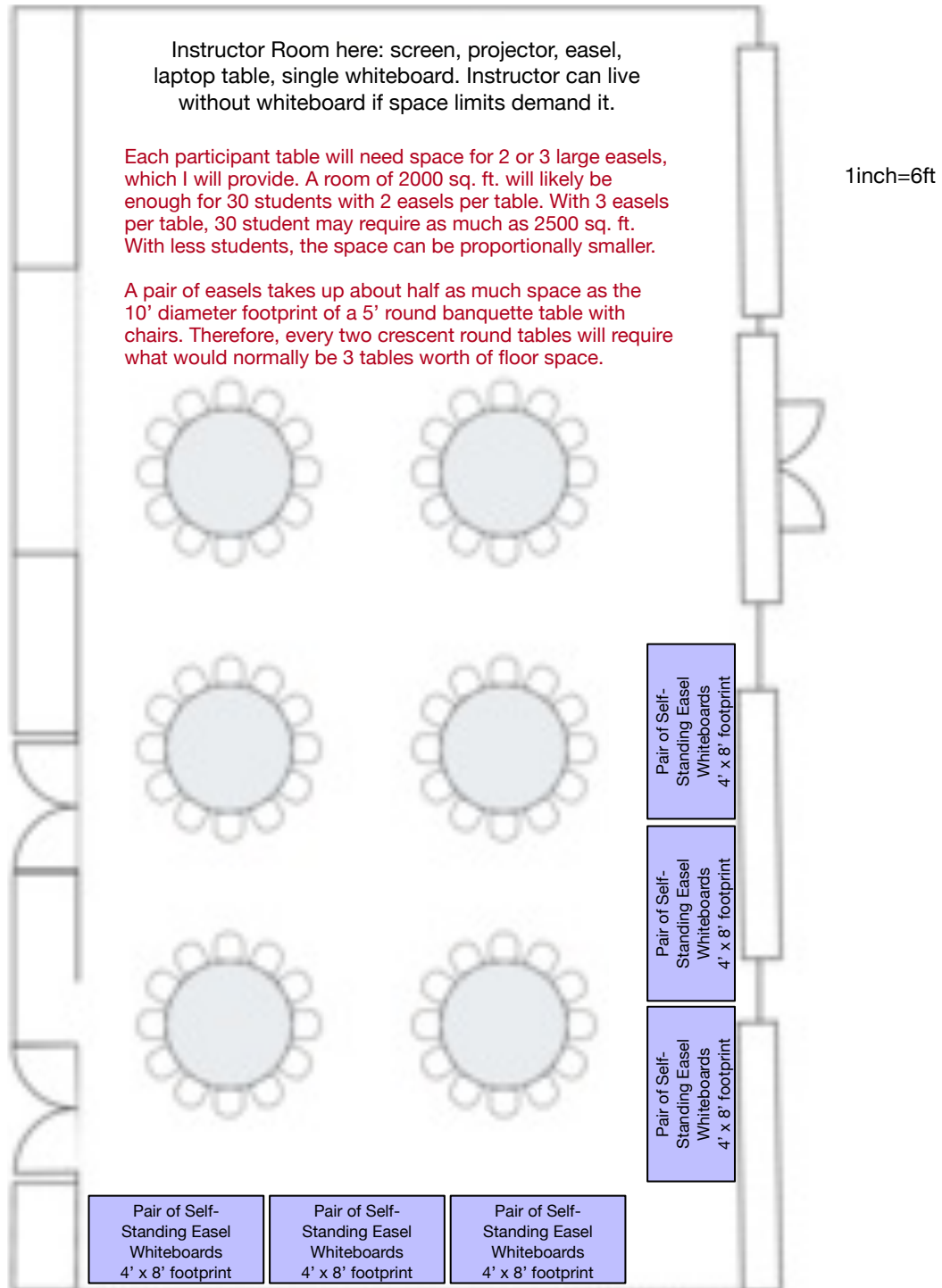


Figure 4: As you can see from this example layout of the Barton Creek AB meeting room in the Omni Barton Creek Austin, using easels consumes a great deal of floor space. I have never run training in this venue, yet the layout remains instructive in helping to understand the additional floor space requirements imposed by the large easels.