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To Whom It May Concern:

From the perspective of a hosting venue, most of the facilitation needs for my 3-Day 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'x8' 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.

The footprint of two 4'x8' whiteboard panels and their associated artist easels is approximately 4'x16'. These are typically placed along the walls of the event space.

In other words, each participant table of five students requires $4 \times 16 = 64$ 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 double the amount of floor space normally required.

Due to this additional floor space requirement, it generally takes around 2000 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 generally not how many crescent rounds of 5 people will fit, but rather how many appropriate 16' lengths of wall space are available without blocking any exits or otherwise getting in the way.

Figure 12 at the URL below shows a room layout with whiteboard panels:
https://agilecarpentry.com/class_setup/WhiteboardsUsingPanelsOnEasels/

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.

The Routine Stuff

- 3-Days
- No hotel rooms to be included in quote
- Course hours: 8:30 a.m. – 6:00 pm
- Breakfast Start: ~8 a.m.
- Maximum Student Count: 30
- Typical Minimum Financially Viable Student Count: 10 to 15
- 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
 - 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.
- A comprehensive spreadsheet quote detailing all the service charges is preferred.

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.
- My courses are being listed using the TicketSpice pre-registration (“card-on-file”) functionality. Event space will only be finalized concurrent with course registration reaching financial viability. Consequently, I may discover I only need a space which can support 15 or 20 students rather than a full 30. Please consider quoting multiple event spaces appropriate to different student head counts if doing so makes sense in the context of your available event spaces.
- My February 2023 course tour is being launched on a rather short runway. I expect it will generally be less than 30 days before each training event when I am able to finalize event space booking. I will therefore be filling in scheduling holes of event space which has been released to catering only sales in most cases. I am perfectly happy to receive a heavily discounted quote which only becomes valid within a few weeks of the event date.

Relevant Links

- Course Tour Schedule:
<https://agilecarpentry.com/clp/>
- Panels on Easels:
https://agilecarpentry.com/class_setup/WhiteboardsUsingPanelsOnEasels/

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

Sincerely,
James Lee Carpenter