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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.

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.

**UPDATE: I am actively evaluating shrinking the whiteboard panel requirement down to two half panels. This will somewhat lessen the floor space requirements, but the spirit of needing additional floor space for panels on large artist easels is the same.**

**Outside of the United States a full panel is often 1200mm x 2400mm rather than 4'x8'.**

## 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.

## 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.
- 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.

## Relevant Links

- Comparable Course in Milwaukee, Wisconsin:  
[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: 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.*

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

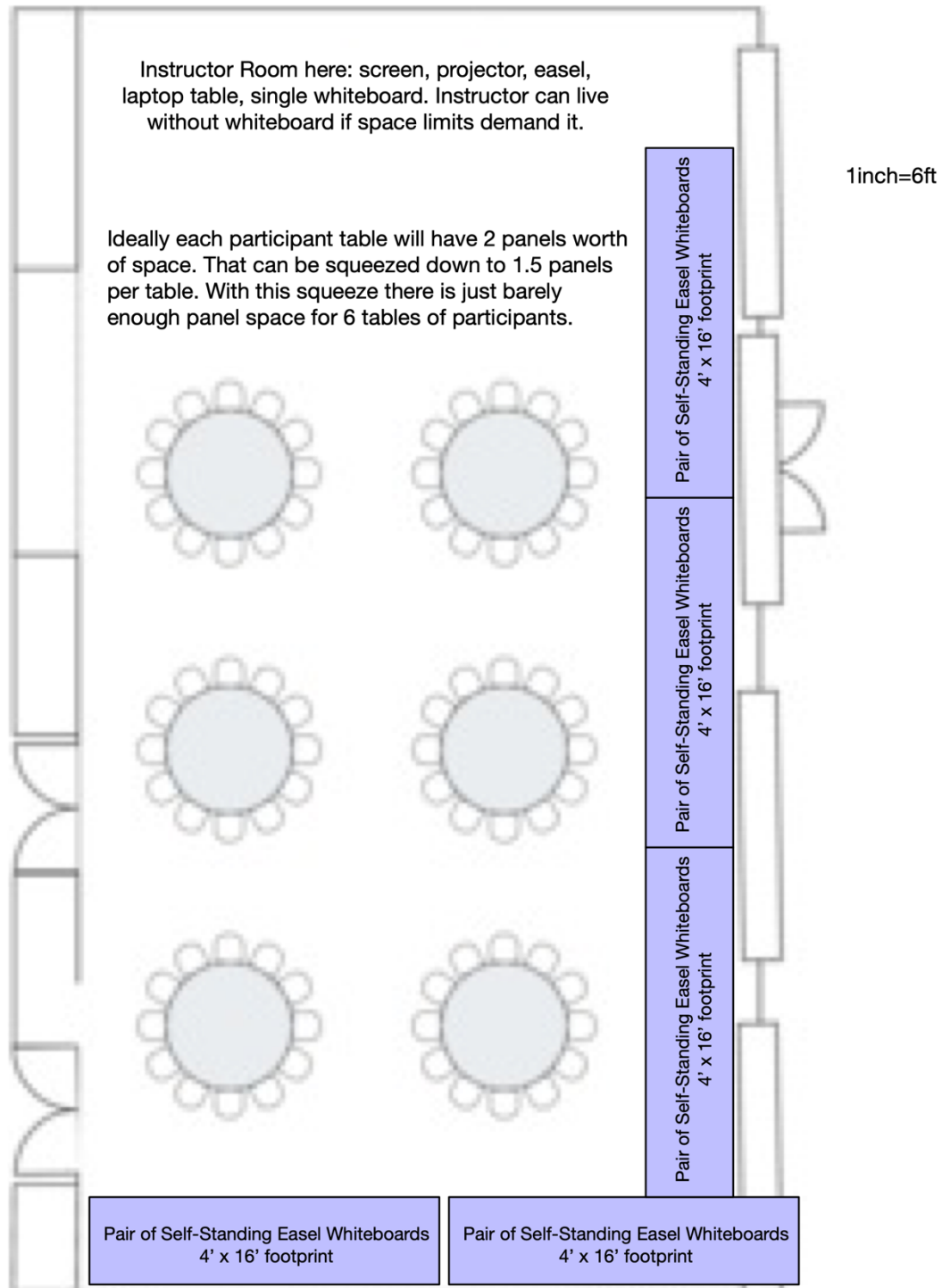


Figure 2: As you can see from this layout of the Barton Creek AB meeting room in the Omni Barton Creek Austin, using easels consumes a great deal of floor space. Even after squeezing two participant tables down to only 12 linear feet of whiteboard space, it is just barely practical to support 30 participants in 1890 square feet of floor space.