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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'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.

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*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.

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.

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/

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.

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

Instructor Room here: screen, projector, easel, laptop table, single whiteboard. Instructor can live without whiteboard if space limits demand it.

Each participant table will need space for 2 large easels, which I will provide. A room as small as 1600 sq. ft. will likely be enough for 30 students. With less students, the space can be proportionally smaller.

A pair of easels takes up about half as much space as the 10' diameter footprint of a 5' round banquette table with chairs. Therefore, every two crescent round tables will require what would normally be 3 tables worth of floor space.

1inch=6ft

Pair of Self-Standing Easel Whiteboards 4' x 8' footprint

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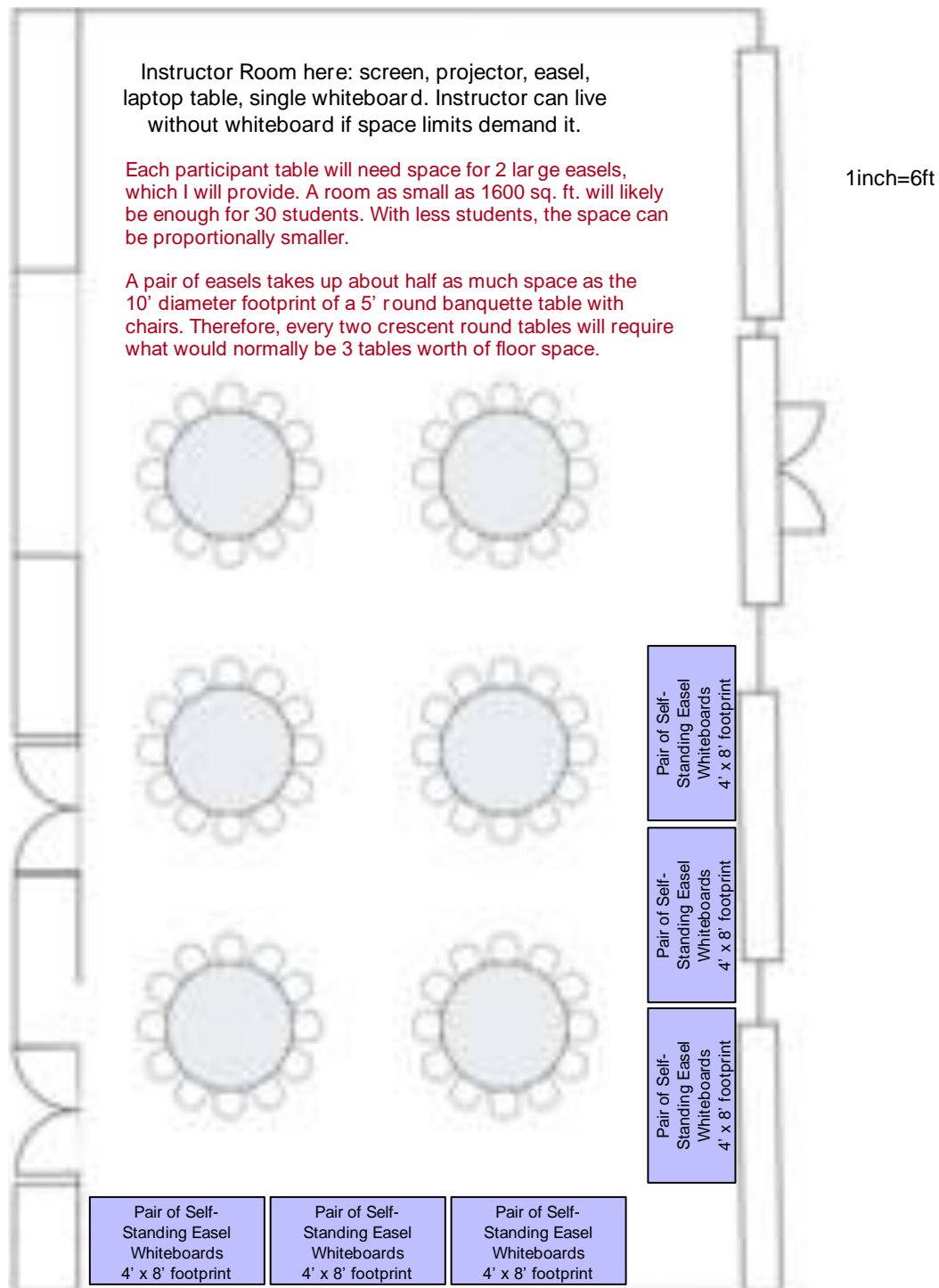Pair of Self-Standing Easel Whiteboards 4' x 8' footprint

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.