

CA 2023 MANIA® BEO

SCW Fitness – Hotel Pre-Conference Meeting Agenda

1. Hand out to all hotel staff:
 - a. Event Schedule/Map
 - b. Thursday Cert Map
 - c. Sunday Cert Map
2. Provide Hotel with Cell Phone Numbers
 - a. Denise Johnston (Event Coordinator) 678-793-3671
 - b. Beth Kahny (Onsite Ops Director) 402-649-9700
 - c. Sara Kooperman (CEO) 847-274-6308
3. Review location of SCW Registration, so hotel staff can point attendees in the right direction.
4. Share busy times for hotel:
 - a. Thursday evening and Friday Morning – most people check in during this time.
 - b. Review map/pullout chart with hotel staff and highlight break times.
 - c. Hotel desk/registration and restaurants will be busier during these times.
 - d. Friday
 - 6:30am-7:30am
 - 10:15am-11:00am
 - 12:15pm-2:45pm - staggered lunch breaks
 - 4:00pm-4:30pm
 - e. Saturday
 - 6:30am-7:30am
 - 8:45am-9:00am
 - 10:15am-11:00am
 - 12:15pm-2:45pm – staggered lunch breaks
 - 4:00pm-4:30pm
 - f. Sunday
 - 6:30am-7:30am
 - 10:15am-10:45am
5. Provide additional staff at restaurants (cooks, hostess, waiters/waitresses, etc.) from 12:00pm to 3:00pm on Friday and Saturday – Review other break times too! Grab and Go!
 - a. Healthy snacks preferred – fruit, bars
 - b. Lunches – soups, salads, wraps – turkey, chicken & veggie options
 - c. Cookies for dessert (chocolate is a food group!)
6. Hotel provides signage (posters/flyers) to promote restaurants and discounted lunch specials
 - a. We will place at SCW Registration during check-in (Thurs night please)
 - b. Poster at SCW Registration is fine too!
7. Have Hotel Staff aware of breaks for water replenishment, etc.

8. All SCW meeting spaces should be:
 - a. Unlocked every morning by 6:00am
 - b. Locked no sooner than 10:00pm unless otherwise directed by Denise/Carter
 - c. Please provide five (5) security keys to open all rooms to Denise
9. Please turn off music in Expo Foyers, Pool Area, and all Activity Rooms
10. Hotel should only use black tablecloths if available
11. All SCW staff rooms (including Sara Kooperman's room) must be near the Premier Suite 9011
 - a. Sara's charges placed on Master Account – she does not have to leave a credit card for incidentals.
 - b. 10 keys for hospitality suite will be given to Denise or Judy Velazquez
12. Chairs, Temperature and Lighting in Keynote room.
 - a. Chairs set-up theater style – 100 chairs in Room A (Grand Peninsula D)
 - b. Keynote Lighting – stage area must be lit by cans/center lighting, seating in room must be dim – please have hotel staff in keynote room at 8:45am on Saturday setting up.
13. Water replenishment, whenever possible, must occur during breaks so that sessions are not interrupted – see schedule for timing of breaks.
 - a. Only use plastic cups for water, no glass please
 - b. Vacuum rooms every evening
 - c. Place water stations outside of the rooms in hallway if it is a small, crowded room.
 - d. Water stations also needed at Expo, Storage rooms & SCW Registration area.
 - e. Grand Peninsulas A/B, C, D, & E/F must have stage skirts.
 - f. Rectangles on the map show where the stages are to be placed.
14. Cleaning and vacuuming must occur every night after sessions completed and especially Saturday night for early Sunday morning.
 - a. Important due to some of our attendees being barefoot in rooms.
 - b. Must have large garbage cans in every room that are regularly emptied – include extra plastic bags in cans, so SCW can assist hotel staff to empty and reset. Provide 10 bags to Beth at Registration – we know everyone is short-staffed!
 - c. Need large garbage can in Premier Suite 9011 with multiple bags at bottom
15. Room Temperatures
 - a. 70 Degrees
 - Room D (Grand Peninsula A/B – GX/Barre)
 - Room C (Grand Peninsula C – Mind Body/Recovery)
 - Room A (Grand Peninsula D – Function/Active Aging)
 - b. 68 Degrees:
 - Room B (Grand Peninsula E/F – HIIT/Core/Strength)
 - Room E (Grand Peninsula G – Boxing/Rowing/Small Group)
 - c. 72 Degrees:
 - Room G (Sandpebble A – Nutrition/Ex Science – Lecture)
 - Room H (Sandpebble B – Business – Lecture)

- Room F (Sandpebble E – Pool Lecture)
 - Boardroom 4 (Member Room)
 - All Lobby temperature must be 72-74 degrees
16. Pool must be cleaned nightly and especially before Sunday
 - a. Use old chairs in Aqua Lecture room since wet participants will sit on them
 17. Need extra towels and receptacles in pool area (bath towels)
 - a. Must also have bins for dirty towels that are properly labeled and readily available
 18. Internet availability for guests in hotel rooms, SCW Staff in Meeting Space: Username and Password Needed
 19. Place 2 small fridges in Suite 9011, (2)6' Black Skirted Tables, Water Station and Large Garbage Can on Wednesday, March 28. SCW Staff will place where needed.
 20. \$10 Flat Self-Parking Rates for Attendees/Staff
 21. Please give the 3 Complimentary self-parking passes for Staff (Tue check-in to Monday check-out to Denise)
 22. Review Room pick-up and audit for people outside of the block – final review scheduled for Monday, April 3, 8:00am (Beth/Bill)
 23. Bill goes to beth.kahny@scwfit.com
 24. Review BEO

CA MANIA® EVENT AND EXPO MAP LAYOUT LINK

https://scwserver.com/distribution/mania/california/ca23/ca23_event_map.pdf

This link shows stage placement as BLACK rectangular boxes. Please set up stages as detailed in the BEO, for the weekend.

Poolside Pavilion/Loading Doc

3/29/23	1:30pm	4:30pm	Load In	-Any Available Flat Beds
4/2/23	1:30pm	5:00pm	Load Out	-Any Available Flat Beds

Grand Peninsula Foyer (See Event Map):

https://scwserver.com/distribution/mania/california/ca23/ca23_event_map.pdf

3/29/23	6:00pm (10pm??)	11:59pm	SCW Registration	-WIFI -Phone -Electricity -(3)6' Black Skirted Tables -(2) Black Skirted Classroom Tables -Black Skirted Highboy -3 Chairs -2 Large Trash Cans
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				-2 Small Trash Cans -Easel -Water Station
3/30/23	6:00am	11:59pm	SCW Registration	-Existing
3/31/23	6:00am	11:59pm	SCW Registration	-Existing
4/1/23	6:00am	11:59pm	SCW Registration	-Existing
4/2/23	6:00am	5:00pm	SCW Registration	-Existing

Grand Peninsula Foyer/Sandpebble Foyer (See Event Map):

https://scwserver.com/distribution/mania/california/ca23/ca23_event_map.pdf

3/29/23	10:00pm	11:59pm	SCW Booths	-(3)6' Black Skirted Tables #9, 10, 15, & 16 -(2)6' Black Skirted Tables, 2 Easels and Skirted Highboy #3 & 4 -Electricity #9, 10, 15, & 16
3/29/23	10:00pm	11:59pm	All other Booths	-6' Black Skirted Table -2 Chairs -Trash Can
3/30/23	6:00am	11:59pm	All Booths	-Existing
3/31/23	6:00am	11:59pm	All Booths	-Existing
4/1/23	6:00am	11:59pm	All Booths	-Existing
4/2/23	6:00am	5:00pm	All Booths	-Existing

Bayside B

3/29/23	6:00pm	11:59pm	SCW AV/Equip Storage	-6' Skirted Table
3/30/23	6:00am	11:59pm	SCW Storage	-Existing
3/31/23	6:00am	11:59pm	SCW Storage	-Existing
4/1/23	6:00am	11:59pm	SCW Storage	-Existing
4/2/23	6:00am	5:00pm	SCW Storage	-Existing

Conference Office

3/29/23	6:00pm	11:59pm	SCW Booth Storage	-6' Skirted Table
3/30/23	6:00am	11:59pm	SCW Storage	-Existing
3/31/23	6:00am	11:59pm	SCW Storage	-Existing
4/1/23	6:00am	11:59pm	SCW Storage	-Existing
4/2/23	6:00am	5:00pm	SCW Storage	-Existing

Boardroom 4

3/30/23	1:30pm	11:59pm	SCW Member Room	-(2)6' Black Skirted Tables -1 Skirted Highboy
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				-Large Trash Can
3/31/23	6:00am	11:59pm	SCW Member Room	-Existing
4/1/23	6:00am	11:59pm	SCW Member Room	-Existing
4/2/23	6:00am	11:59pm	SCW Member Room	-Existing

Grand Peninsula A/B

3/29/23	6:00pm	11:59pm	SCW Group Exercise Certification and Room D	-16'x6'x24' Skirted stage -6' Skirted table to left of stage -6' Skirted table by entrance -20 Chairs stacked 5 high on sidewall -Small stage in the back for videographer w/Skirted Highboy and Stool -Water Station -Trash Can -Easel by Front Door
3/30/23	8:00am	5:00pm	Group Exercise Certification	-Existing
3/31/23	6:00am	11:59pm	SCW Room D	-Existing
4/1/23	6:00am	11:5pm	SCW Room D	-Existing
4/2/23	6:00am	5:00pm	SCW Room D	-Existing

Grand Peninsula G

3/29/23	6:00pm	11:59pm	Setup Schwinn® Cycling: Indoor Cycling Cert and Room E	-8'x6'x24' Skirted stage -6' Skirted table to left of stage -(3)6' Skirted tables -30 Chairs/Stacked by 5/on the sidewall -Water Station -Trash Can -Easel by entrance
3/30/23	7:30am	5:00pm	Schwinn® Indoor Cycle Cert	-Existing
3/31/23	6:00am	11:59pm	SCW Room E	-Existing
4/1/23	6:00am	11:59pm	SCW Room E	-Existing
4/2/23	7:30am	2:30pm	SCW Boxing Cert	-Existing

Grand Peninsula D

3/29/23	6:00pm	11:59pm	Setup SCW Active Aging Certification and Room A	-16'x6'x24' Skirted stage -6' Skirted table to left of stage
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				-6' Skirted table by entrance -Small stage in the back for videographer w/Skirted Highboy & Stool -20 Stacks of Chairs/50 on each sidewall/ Stacked 5 high -Water Station -Trash Can -Easel by Entrance
3/30/23	9:00am	5:00pm	SCW Active Aging Certification	-Existing
3/31/23	6:00am	11:59pm	SCW Room A	-Existing
4/1/23	6:00am	11:59pm	SCW Room A	-Existing
4/2/23	6:00am	5:00pm	SCW Room A	-Existing

Grand Peninsula C

3/29/23	6:00pm	11:59pm	Setup SCW Pilates Matwork Certification and Room C	-8'x6'x24' Skirted stage -6' Skirted table to left of stage -6' Skirted table by entrance -Small stage in the back for videographer w Skirted Highboy & Stool -30 Chairs/Stacked by 5/on the sidewall -Water Station -Trash Can -Easel by entrance
3/30/23	8:00am	5:00pm	SCW Pilates Matwork Certification	-Existing
3/31/23	6:00am	11:59pm	SCW Room C	-Existing
4/1/23	6:00am	11:59pm	SCW Room C	-Existing
4/2/23	6:00am	5:00pm	SCW Room C	-Existing

Sandpebble A

3/29/23	6:00pm	11:59pm	Setup SCW Practical Guide to Nutrition, Hormones and Metabolism Certification and Room G	-6' Skirted table front middle of room -6' Skirted table left side of room -6' Skirted table by entrance -Lecture Seating Max -Water Station -Trash Can -Easel by entrance
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3/30/23	9:00am	3:30pm	SCW Guide to Nutrition, Hormones and Metabolism Certification	-Existing
3/30/23	3:30pm	8:00pm	SCW Support Staff Meeting	-Existing
3/31/23	6:00am	11:59pm	SCW Room G	-Existing
4/1/23	6:00am	11:59pm	SCW Room G	-Existing
4/2/23	6:00am	5:00pm	SCW Room G	-Existing

Grand Peninsula E/F

3/29/23	6:00pm	11:59pm	Setup SCW Personal Training Certification and SCW Room B	-16'x6'x24' Skirted stage -6' Skirted table to left of stage -6' Skirted table by entrance -Small stage in the back for videographer w/Skirted Highboy & Stool -30 chairs stacked 5 high on sidewall -Water Station -Trash Can -Easel by entrance
3/30/23	9:00am	6:00pm	SCW Personal Training Certification	-Existing
3/31/23	6:00am	11:59pm	SCW Room B	-Existing
4/1/23	6:00am	11:59pm	SCW Room B	-Existing
4/2/23	6:00am	5:00pm	SCW Room B	-Existing

Sandpebble E

3/29/23	6:00pm	11:59pm	Setup Life Coaching Cert and SCW Room H	-6' Skirted table front middle of room 6' Skirted table left side of room -6' Skirted table by entrance -Lecture Seating 30 -5 Bar Stools -Water Station -Trash Can -Easel by entrance
3/30/23	9:00am	3:30pm	SCW Life Coaching Cert	-Existing
3/31/23	6:00am	11:59pm	SCW Room H	-Existing
4/1/23	6:00am	11:59pm	SCW Room H	-Existing
4/2/23	6:00am	5:00pm	SCW Room H	-Existing

Sandpebble E

3/29/23	6:00pm	11:59pm	Setup Symmetry Technician – Advanced Postural Corrective Exercise and SCW Room F	-6' Skirted table front middle of room 6' Skirted table left side of room -6' Skirted table by entrance -Lecture Seating for 30 -Water Station -Trash Can -Easel by entrance
3/30/23	8:00am	5:00pm	Symmetry Certification	-Existing
3/31/23	6:00am	11:59pm	SCW Room F	-Existing
4/1/23	6:00am	11:59pm	SCW Room F	-Existing
4/2/23	6:00am	5:00pm	SCW Room F	-Existing

Pool Deck

3/30/23	1:30pm	11:59pm	Pool Activity	-6' Black Skirted Tables -Water station -Trash Can -Easel by entrance
3/31/23	6:00am	11:59pm	Pool	-Existing
4/1/23	6:00am	11:59pm	Pool	-Existing
4/2/23	6:00am	11:59pm	Pool	-Existing

Bayside A

3/30/23	8:00am	11:59pm	Setup SCW S.E.A.T. Certification for Sunday	-6' Skirted table front middle of room 6' Skirted table left side of room -6' Skirted table by entrance -10 Chairs stacked sidewall -Water Station -Trash Can -Easel at Entrance
3/31-4/1				-Existing
4/2/23	7:30am	3:30pm	S.E.A.T. Certification	-Existing

Sandpebble C

3/30/23	8:00am	11:59pm	Setup SCW Yoga I Sunday Cert	-6' Skirted table front middle of room
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				6' Skirted table left side of room -6' Skirted table by Entrance -10 Chairs sidewall -Water Station -Trash Can -Easel by Entrance
3/31-4/1				-Existing
4/2/23	7:30am	3:30pm	SCW Yoga I Certification	-Existing

Sandpebble D

				-6' Skirted table front middle of room 6' Skirted table left side of room -6' Skirted table by entrance -10 Chairs sidewall -Water Station -Trash Can -Easel by Entrance
3/31-4/1				-Existing
4/2/23	7:30am	3:30pm	SCW Stretching & Flexibility Training Cert Sunday Certification	-Existing