

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
 - i. 6:30am-7:30am
 - ii. 10:15am-11:00am
 - iii. 12:15pm-2:45pm – staggered lunch breaks
 - iv. 4:00pm-4:30pm
 - e. Saturday
 - i. 6:30am-7:30am
 - ii. 8:45am-9:00am
 - iii. 10:15am-11:00am
 - iv. 12:15pm-2:45pm - staggered lunch breaks
 - v. 4:00pm-4:30pm
 - f. Sunday
 - i. 6:30am-7:30am
 - ii. 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 option
 - c. Cookies for dessert (chocolate is a food group!)
6. Hotel provides signage (posters/flyers) to promote restaurants and discounted lunch specials - quick soups, salads, and wraps work great
 - 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 Horizon Suite (1415)
 - a. Sara's charges placed on Master Account - she does not have to leave credit card for incidentals
 - b. 10 keys for hospitality suite will be given to Denise

12. Chairs, Temperature and Lighting in Keynote room
 - a. Chairs set-up theatre style - 75 chairs in Room A (Luray A)
 - 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. Luray A, B/C, Layton, Rockbridge, Cirrus A, and Cirrus C/D 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 – everyone is short-staffed
 - c. Need large garbage can in suite with multiple bags at bottom
15. Room Temperatures
 - a. 70 Degrees:
 - i. Room D (Layton - GX/Barre)
 - ii. Room C (Cirrus C/D - Mind-Body/Recovery)
 - iii. Room A (Luray A - Function/Active Aging)
 - b. 68 Degrees:
 - i. Room B (Luray B/C - HIIT/Core/Strength)
 - ii. Room E (Rockbridge - Boxing/Rowing/Small Group)
 - c. 72 Degrees:
 - i. Room G (Cirrus A - Nutrition/Ex Science - Lecture)
 - ii. Room H (Cirrus B - Business - Lecture)
 - iii. Room F (Private Dining Room - Pool Lecture)
 - iv. Chesapeake Resource Room (Member Room)
 - v. 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 – what is the code?
19. Review Room pick-up and audit for people outside of the block - final review scheduled for Monday, February 27, 8:30am (Beth/Jamie)
20. Bill goes to Beth.Kahny@scwfit.com
21. Review BEO