

Guide to



Event Planning

Conferences



Wedding Receptions



Banquets



Reunions



Military Balls

Meeting & Training Sessions

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Welcome to the Frontier Conference Center (FCC). Our primary mission is to be the off site choice for result oriented meetings by partnering with other professionals, to provide you with the total meeting environment. Secondary to our mission, but no less important, we strive to be the "First Choice" location for your social events, both large and small, formal and informal. We strive to provide you with the best professional consulting services and contacts to assist you in making your event everything you want it to be.

We will stand ready to do everything possible to help your event unfold smoothly. During the planning stages, contact me if you have any questions, concerns or requests. Our success is measured by your success.

Anne Lourentzos
Business Manager
Frontier Conference Center



LOCATION - Enter the front gate of Fort Leavenworth, proceed north on Grant Avenue to the second traffic light. Turn left on Cody Road. After Cody Road starts to head north, you will see the sign for the Frontier Conference Center, Building 318, 350 Biddle Blvd.

Office hours are Monday-Friday 0800-1600. Walk-ins are discouraged. Appointments ensure that we spend quality time coordinating your event. Contact us at (913) 684-2287, FAX (913) 684-3955 or email lourenta@leavenworth.army.mil



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GETTING STARTED

The keys to successful execution of any event are communication, organization and attention to detail. This guide has been prepared by the professionals of the Fort Leavenworth MWR to assist you in the process of planning your event.

Meetings, conferences and social events can be either large or small, complicated or simple. The process behind event planning is the same, beginning with the 5 W's.

- **WHO** is coming? How many people are you expecting? Are you planning for any VIP's (either military or civilian)?
- **WHAT** format is needed? Are you doing a presentation, conducting training, or a "trade show" style with tables as booths. Is the event social (formal or informal)?
- **WHEN** is the event? Will it start prior to 0730 or end past 1700? Do you have any flexibility in scheduling the dates?
- **WHERE** do you want to have the event? Have you considered the FCC as the only place to hold the event, or could it be held at another location.
- **WHY** are you holding the event? What is the purpose of the event? Are you training, exchanging information or allowing opportunities for potential customers to meet vendors?

You probably already know the "who", "when" and "why". The challenge is deciding the "what" and the "where".

Adequate communication is the difference between a smooth execution and an event fraught with stress and recrimination. Like an engine without sufficient fuel, your event could fail at a critical moment. All parties should be fully informed of your expectations and you should be fully aware of their limitations.

The sensitivity level of the information disseminated at the meeting or conference is one of the first things you should determine before beginning the process of locating a site. Fort Leavenworth has only one area approved for classified discussions, located on the 3rd floor of the Combined Arms Research Library (CARL). Contact the security office at 684-1787 for information. Due to its accessibility to the general public, large windows and internal sound system, it is not possible to modify the FCC for classified discussions or presentations.

RESERVING THE FCC

Contact the manager or assistant manager at 684-2287. All 5 of the "W's" must be answered to process your request.

The purpose of the event will determine whether or not you will be required to pay a fee to use the FCC. Official activities, which pertain directly to the mission of CAC, Fort Leavenworth or the US Army do not pay a fee to use the FCC during normal duty hours. Unofficial activities, which support individuals, organizations and/or authorized on post private organizations pay a service fee. (FCC SOP dated 1 March 2000, paragraphs 4(a), 4(b), 7(a) and 7(b).

The service fee to use the FCC varies by room and is charged as a flat per day rate, regardless of how many hours the room is utilized. No event, social or official, will be scheduled to run past midnight. An FCC staff member will be on-site at all times throughout your event, to include setup and tear down times.

Checking availability is *not* the same as making a reservation. If you do not confirm your space with the manager, you may return later and find your space taken. If you make your reservation by phone, you will get paperwork confirming your reservation. Sign the confirmation form and return it to the FCC. If you make the reservation in person, the paperwork will be filled out and signed at that time. Only after receiving the paperwork from the manager, will you ensure that your space is confirmed. When reserving space for a social event, your reservation can only be confirmed with a deposit of at least 50% of the service fee. Although we will take the date and time of your event over the phone, we are obligated to give space first for social events with a paid deposit. (SOP - 6(b))

Once the date, time and available room have been determined, we will need to know of any special requirements. Any audiovisual equipment such as projection screens, TV/VCR, flipcharts or overhead projectors are available from the FCC on a first-come basis, at no charge.

Should you require additional audiovisual equipment or technical support for audio or video recording, rear screen projection, or auxiliary sound for your official events, contact the Training Support Center at 684-4544.

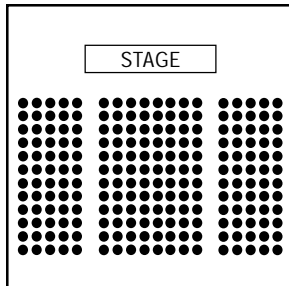
Should you require IT equipment such as additional telephone lines, PIN numbers, access to the CAC net or internet, computers, fax machines, copy machines or secure telephones, contact the Directorate of Information Management (DOIM) at 684-7025. The Command General Staff College (CGSC) has its own technical support team, the Directorate of Educational Technology (DOET). DOET provides virtually the same support as DOIM, and control access to college network resources, but are limited to supporting the college. Call 684-2403 for more information.

SETTING UP YOUR SPACE

For attendees to get the maximum benefit from your event, the seating arrangement must be carefully considered. The wrong furniture arrangement can stifle valuable information exchanges and discourage discussions among participants.

There are five basic room setups used at the FCC, with a few variations on each.

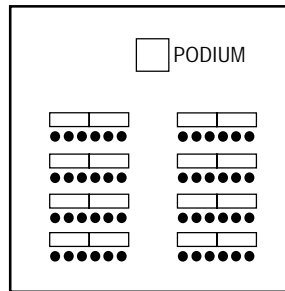
THEATER STYLE:



Theater style setup has a focal point at the front of the room. This can be a raised platform from which the speaker addresses the audience, a ceremony taking place or a speaker talking at floor level with an audio visual

presentation. The major difference between theater style seating and other types of room arrangements is the absence of tables. Theater style seating has the attendees in chairs with center and side aisles. Theater style is appropriate for events that do not last more than about two hours at a time and do not require the attendees to take notes, eat or drink. Theater style seating allows you to seat the maximum number of people authorized to be in a space.

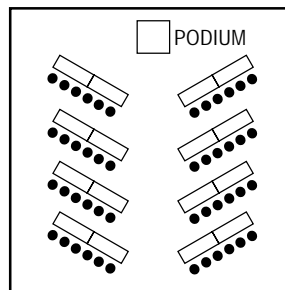
SCHOOL ROOM (CLASSROOM) STYLE:



School room style setup also has a focal point and is used primarily in training situations. While conducive to a question and answer format, this setup does not foster group discussion. When using a classroom setup,

the FCC seats 4 persons to an 8' table, allowing 2 linear feet per person. If you plan to hand out a great deal of paper or have large notebooks to work from, please let the FCC know when you book your event. We will seat fewer people per table which will require more space.

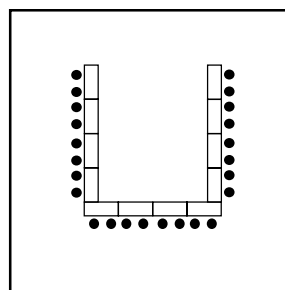
HERRINGBONE OR CHEVRON STYLE:



Herringbone or chevron seating is used for events in the ballroom where banquet rounds are impractical or impossible due to the size of the group, small groups within larger groups who want to sit together, or linen constraints. Both

are variations on school room seating with two major differences: the tables are angled (30° facing the west wall for Herringbone, 30° facing the east wall for Chevron) and when used for meal functions, guests are seated on both sides of the table.

HORSESHOE ("U") STYLE:



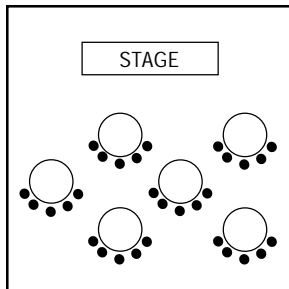
The horseshoe setup is ideal for audio visual presentations and discussion among participants. Discussion leaders or higher-ranking participants are traditionally seated at the head of the "U", with subordinate members

seated down the arms. For meetings, seating is done on the outside of the "U" only, but when used as a setup for a dining, seating along the inside of the arms is acceptable.

Parallel rows alongside the arms of the “U” are run when there are more subordinate members attending. These rows prevent the “U” setup from becoming too large, losing the advantages of its design.

Another variation of the horseshoe is the **HOLLOW SQUARE** style of seating. The hollow square setup encourages discussion as it places every participant at equal advantage. There is no “head table” per se, as with the horseshoe setup. This setup is not conducive to audiovisual presentations.

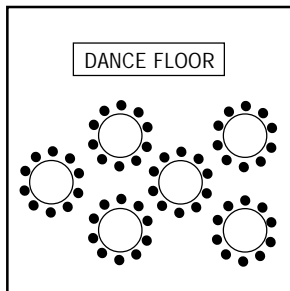
HALF ROUNDS STYLE:



This setup is used in small group discussions, or when more breakout space is needed than there are rooms available. Half rounds use 5 – 6 chairs on one side of a banquet round, enabling attendees to see audiovisual

presentations. No attendee has his or her back to the front of the room. You can use half rounds at either end of a large room and have two “self contained” breakout spaces instead of one.

BANQUET ROUNDS STYLE:



Using 72” round tables and seating 10 per table, the Conestoga Ballroom can accommodate 270 guests. Should tables be required to seat 12 persons, a limited number of 96” tabletops are available. The 96”

table tops are placed on top of the 72” tables. Be sure to subtract the 96” tables from the 27, 72” tables that fit in the ballroom. (For instance, if you use two 96” tables as head tables at your event, you could only seat 250 additional people in the ballroom).

The Solarium uses 60” tables, seating 8 people. The Solarium will seat 96 persons at rounds of 8.

Once you have decided on a setup for your room, you will need to decide if any additional furniture will be required. A few examples of the type of commonly placed furniture additions:

- Tables for customer provided **audiovisual equipment** use a 30” round, which is sufficient for a laptop and small projector. If you have more equipment, or require additional space a 6’x30” table is available.

- **Registration tables** are usually placed in the lobby to greet and check in guests as they arrive. 8’x30” or 6’x30” tables are available. If more than one group requires a registration table, the Mezzanine serves as the registration location for the group in the ballroom.

- **Break stations** use long tables and are usually placed in the back of the meeting room, although for larger groups utilizing the entire first floor, break stations can be set up in the lobby to relieve congestion in the smaller rooms.

- **Head tables** usually utilize 8’ long tables with chairs on one side only. The head table is placed in a position of honor, at the front of the room. Some officials prefer round head tables to the long, where they feel less “on display”. Check with those being seated at the head table to find out if they have a preference. It is very difficult to change the shape of a head table once it has been dressed and set.

- The **DJ table** is a long table placed on the stage or adjacent to the area set aside for dancing.

- The **gift table** is a long table placed in a reception room, away from all exit doors.

- The **cake table** is usually a smaller round table (60” or 48”), although it is acceptable to use an 8’ or 6’ table for elaborate or rectangular cakes.

- **Buffet tables** can be set up in the function space, or in an area adjacent to the function. Available space and personal preference are deciding factors when determining where to place a buffet line. The FCC has a variety of tables, including smaller rounds and serpentine curves that can be arranged in a number of ways to make interesting and attractive buffet lines.

OTHER CONSIDERATIONS

When setting up your meeting room consideration should be given to the ambient room temperature. A large number of people in a small space will soon make a room very stuffy. If your attendees are uncomfortable, they may have difficulty concentrating or enjoying themselves. There are physical limitations to what can be done to control the environment in your meeting space.

The FCC is a historic building, built over 60 years ago. It is heated and cooled by a two-pipe, water based heating and cooling system, unlike the central heating and air conditioning system many of us have in our homes. The system uses heated or chilled water to warm or cool the air it circulates through the building. It either produces heat, air conditioning, or circulates the air from outside. The same water is used for both heating and cooling, so switching from one to the other requires a minimum of 72 hours.

Only an engineer from the Directorate of Installation Support (DIS) can “turn on the heat” or “turn off the air conditioning”. Adjustments can be made in individual rooms that are equipped with smaller wall mounted units used to supplement the larger system. During periods of unseasonable weather, the temperature inside the FCC is often too hot (spring) or too cold (fall). The temperature outside fluctuates too quickly for the 72 hours required to switch from heat to air and vice versa. Heating or air conditioning, as appropriate, are turned on as soon as the weather settles into a regular pattern.

Space heaters are a fire hazard, and are usually not permitted. Large fans will circulate air, but are noisy and disruptive. We advise you check weather reports for the day(s) of your event. Have attendees dress in layers so they can take off or add clothing depending on what the weather dictates.



ATTENTION TO DETAIL

There are certain details that become more important as the size and scope of your event progresses. Very important to the overall impression of your attendees is the presence of flags in your meeting room. Although the presence of flags in the room will not directly impact the success of your event, it speaks volumes about the attention you paid to detail. If you have general officers attending, the United States and US Army flags should be present, along with the appropriate GO flag. Flags are available from Classroom Services at Bell Hall. Call 684-2777 for more information.

If you have a protocol question such as seating arrangements or have general officers attending your event, please contact Executive Services for assistance at 684-5050.



FOOD AND BEVERAGE

The FCC partners with 3rd party vendors and other MWR activities to provide routine food and beverage service for your event.

The scope of your food and beverage service depends on the complexity of your event. If you have an information-laden, time-constrained conference, you may want to keep your attendees close and provide lunch on site. If you are having a one-day event, you may want to provide only coffee and pastries. Whatever you do, there are several things to keep in mind:

- If you want to provide coffee, you will need to provide not only the coffee grounds, but also the cups, creamer, sugar, stir sticks, napkins, etc. The FCC has a coffee pot available, but does not have supplies.
- Caterers are independent businesses and do not work for the FCC, Combined Arms Center (CAC) or Fort Leavenworth. Once you sign a contract, they work for you. Be very clear to communicate your expectations with the caterer. Find out how long the caterer will stay for your event. Determine who takes the garbage to the dumpster at the end of the event, you or the caterer. The FCC staff does not empty garbage cans after events. Whether your event is catered professionally or privately, the kitchen must be cleaned before leaving. It becomes your responsibility, if the caterer doesn't clean. Make sure your caterer is aware of this requirement.
- Give all the functions at your event to the same caterer. If you give your break service to one caterer who isn't willing (or able) to service your entire event, you may find it difficult to find another caterer willing to do just a portion. You are also more likely to get a better overall price.



- All caterers planning to conduct business in the FCC are required to provide the following information before they will be allowed to serve food on the premises:
 - o Business license
 - o Copy of health permit issued by the state they are licensed in
 - o Proof of liability insurance
 - o Proof of worker's comp insurance (if required by law)

The FCC manager has a list of caterers who have provided the appropriate documentation. It is your responsibility to assure the caterer is in compliance. The FCC is NOT obligated to allow a caterer onto the premises.

All caterers providing service in the FCC are required to pay a 10% concession fee. Please discuss this fee with your caterer before committing to a price. Like a sales tax collected by a retailer downtown, this fee is a cost the caterer will pass to you. You must consider this cost when establishing your conference fee.

For catered bar service for your socials, dinners or icebreakers, contact the Lounge manager at 684-2289. All alcoholic beverages served in the FCC (and its surrounding grounds including the parking lot) must be purchased from, provided and served by the designated MWR activity, according to AR 215-1.

MAKING A GOOD IMPRESSION: LINEN

Professionalism is the first impression you want to give attendees. The easiest way to establish a professional look is to drape and skirt your conference tables. Not all caterers provide linens but those that provide linen will often add the cost of the linens into the per person price. It is acceptable to pass this cost to your attendees in the conference fee. For a nominal service fee, the FCC will provide table linens and skirting to your tables.

When figuring out your linen requirements, the following calculations will be useful:

- **6' or 8' conference tables** require a tablecloth no smaller than 52" x 114".
- **72" round tables** require a tablecloth no smaller than 84" square (round tablecloths may be available from some vendors, but will most likely cost more, and the look is relatively the same as a square).
- **30" round A/V or cocktail tables** require tablecloths no smaller than 52" square

When figuring your table skirt requirements, the following calculations will be useful:

When using a **class room style setup**, all the tables should be draped with tablecloths. Only the front row of tables need to be skirted. To figure out how much skirting you need, take the length of the table plus twice the width. For instance, on a standard 8'x30" conference table, you will need at least 13 feet of skirting ($30 \times 2 = 60 = 5 \text{ ft} + 8 \text{ ft} = 13 \text{ ft}$). Most vendors rent skirting based on a price per linear foot, the FCC charges a flat fee per skirt, regardless of length,

A **hollow square** is always skirted, as is a **horseshoe**. To figure how much skirting you need, look at the way the tables are arranged. You should have two tables that run full length and two tables that have tables abutted to them. The two full length tables will need 8' of skirting each (16 ft) and the two tables on the end will need only 3' of skirting ($8 \text{ ft} - (2 \times 30 = 60 = 5 \text{ ft}) = 3 \text{ feet}$). A hollow square made from 4 tables requires 22 feet of skirting ($8+8+3+3$). A horseshoe setup using 6 tables requires 43 feet



of skirting ($6 \times 8 = 48 - 5 = 43$)

A **head table** is skirted only on the front and sides, similar to the first row of a class room setup.

Registration tables, gift tables, buffet lines and beverage stations are skirted all around. An 8' conference table requires 21 feet of skirting for complete coverage, however, a small opening on the back of the table, against a wall, is acceptable. A 6' conference table requires 17 feet of skirting to skirt all around.

Round tables are only skirted if they are used for a display, never when people are seated at them. A 72" table requires at least 19' of skirting. A 60" table requires 16' of skirting. A 48" table can be skirted with 13' of skirting.

WATER PITCHERS

A nice touch for your attendees is water and cups on the tables. Your caterer may have carafes or pitchers but expect to pay an extra charge for the labor involved in providing this service as opposed to having a beverage station from which attendees can serve themselves. For a nominal fee, the conference center staff will fill the pitchers and place them on the table. You will have to provide the cups, as the FCC does not have those supplies.



A MYRIAD OF OTHER DETAILS TO CONSIDER

There are several activities at Fort Leavenworth that are available to help you with smaller, yet important details of your event. The MWR Marketing Department has the technology to print name badges and table tent placards for your attendees. You may provide the supplies yourself or Marketing will purchase the supplies and add that to the total cost. Marketing can also provide information about upcoming MWR activities and events which are available to authorized MWR users, such as the gym, pool, lounge, golf course or bowling center. Contact MWR Marketing at 684-3211.

Arts, Crafts and Tickets (ACT) has tickets available for individual or group activities, if you wish to plan a "team building" event. Set up a night at the Royals, or take a trip to Worlds of Fun and make all the arrangements here with the help of the ACT staff. Call 684-3377 for more information.

The FCC is conveniently located near Hoge Barracks, the Fort Leavenworth Army Lodging facility. As one of the largest hotels in the state of Kansas, Lodging stands ready to provide your attendees with first class service and comfortable accommodations, some in beautiful historic facilities. Contact Lodging by calling 684-4091, x 1005.

The use of third party vendors is often required to fulfill the needs of your event. Third party vendors include photographers who sell packages to attendees of your event, or a keynote speaker who is also a famous author with a book in print. You may hire a band for your social event, that also has a new CD out. These situations require prior planning on your part. It is necessary that any third party vendor obtain a solicitation permit in order to sell anything in the FCC. It takes approximately 30 - 60 days for the paperwork to get approved, so please work this into your timetable. To begin the process, the vendor should contact DCA at 684-1674. Approved private organizations that sell only their items to their members, do not need a solicitation permit.

Careful consideration should be given to the issue of fund raising when you are planning your event. Fund raising can be conducted only by approved private organizations and only after obtaining approval from the appropriate authority. (AR 210-22) For more information call DCA at 684-1674.

Raffles are illegal and will not be allowed in the FCC.

PAYMENT PROCEDURES

By the end of the event, you may have charges due to the FCC, including linen use, placement of water pitchers or FCC staff overtime. If your event is considered official and you utilized the services of a caterer, payment to the caterer is made through the FCC. The FCC will pay the caterer what is owed minus the 10% concession fee the day after your payment is deposited. Unofficial or social events must pay in advance.

Checks for payment should be made out to "MWR". We also accept cash, the government I.M.P.A.C. card (both APF and NAF), Visa, Mastercard, American Express and Discover. All charges must be cleared by the end of the month the event was held in.

HOW TO CALCULATE THE CONFERENCE FEE

There is nothing more distressing to a conference coordinator than finding you have not collected enough money from attendees. There are so many minor expenses that often get overlooked in the planning process but quickly add up.

In order to calculate your conference fee so all expenses are covered, you need to know four things:

1. How much support am I receiving from my host agency? Although it usually means funding, "support" does not always mean cash. Your host agency may provide additional manpower (thus limiting overtime), administrative or office supplies (like the name badges), or logistical support (such as transportation for VIPs to and from the airport in conveyances other than contract carriers). All help to cut your costs and decrease the cost per attendee.

2. How many people am I expecting? While it is impossible to know how many people will actually attend, the closer you can get to the actual number, the smaller the margin of error in your planning.

3. How many attendees are on TDY orders? The most recent decision from the GAO does not allow for reimbursement of the food and beverage portion of the conference fee for attendees without TDY orders. You may have some local attendees who will decline food and beverage services. You should be prepared if you decide allow attendees to decline, do not include them in your meal and break counts. Set up a method to identify attendees who have declined food and beverage service, from those who have not.

4. What are my expenses? Consider what supplies you need, how much food you need to order, and what other items you will be providing attendees. Some of the most common expenses are:

- o Conference supplies; name badges, pens, pads, folders, binders, printed handouts of audiovisual presentations, table tent placards, flipchart pads, markers, blank CD-ROMs, floppy disks or zip disks, reams of paper for the copy or fax machine.
- o Coffee breaks, lunches, dinners, socials
- o 10% concession fee
- o Linen
- o Administrative support personnel
- o Transportation
- o Lodging or other stipends and amenities
- o Overtime charges for FCC staff

Once you have the answers to these four questions, calculating your conference fee is quite simple:

TOTAL EXPENSES
 LESS:
 SUPPORT FROM YOUR HOST AGENCY
 EQUALS:
 TOTAL UNFUNDED EXPENSES
 DIVIDED BY:
 NUMBER OF ATTENDEES
 EQUALS
 PRICE PER ATTENDEE

Add approximately 5% for a conference with over

100 people attending, 10% for smaller groups to cover your margin of error, and round to the next five dollars.

A worksheet for calculations is provided on the next page for your convenience.
 For instance:

	\$7,000	total expenses
-	\$ 100	support from host agency
	\$6,900	unfunded expenses
/	100	attendees
	\$ 69	price per attendee
+	\$ 3.45	5% "margin of error"
	\$ 72.45	
	= \$75.00	rounded to the next \$5.00

You may wish to collect the conference fee at the sign in table at the conference and settle with your logistical support team yourself. You could arrange with Lodging to collect the conference fee when your attendees check in and let them distribute payment to the appropriate on post support activities.

CONCLUSION

No matter how well you plan, there will be situations that arise that you could not anticipate. It is an inevitable part of the event planner's job to contain these situations. When faced with what appears to be the end of everything, remain calm. Weigh your options. Accept what you can't change. Don't place blame. Determine a course of action based on how things are, not how they should be. Most of these decisions will pass virtually unnoticed by your attendees. Only you and your staff will realize your heroic efforts.

Not all the information contained here will apply to your particular event – this time. Much of the information contained in this publication has been learned through hard experience. Our desire in preparing this publication for you is to flatten out some of the bumps in your road to success. We hope you will find it of value.



EVENT BUDGET PLANNER

Name of event _____

Date _____ Attendees _____

EXPENSE ITEMS

Projected

Actual

Variance

Lodging

Transportation

Ground

Air

Food & Beverage

Breaks AM & PM

Lunch

Dinner

Icebreaker/Social

10% Concession Fee

Audio Visual

Equipment rental

Labor

Material production

Printed Materials

Name badges

Handouts

Signage

Table tent placards

Administration

Shipping

Clerical staff

Postage

Meeting room charges

Recreation Expenses

Group outings

Golf fees & expenses

Speaker fees & Amenities

Miscellaneous

TOTAL EXPENSES

	Projected	Actual	Variance
Lodging			
Transportation			
Ground			
Air			
Food & Beverage			
Breaks AM & PM			
Lunch			
Dinner			
Icebreaker/Social			
10% Concession Fee			
Audio Visual			
Equipment rental			
Labor			
Material production			
Printed Materials			
Name badges			
Handouts			
Signage			
Table tent placards			
Administration			
Shipping			
Clerical staff			
Postage			
Meeting room charges			
Recreation Expenses			
Group outings			
Golf fees & expenses			
Speaker fees & Amenities			
Miscellaneous			
TOTAL EXPENSES			

Frontier



Conference Center

The Frontier Conference Center is one of the finest meeting facilities in the Kansas City area and one of the only facilities of its kind locally. It has an elegant dining room, a large and spacious ballroom and several meeting rooms of various sizes. The facility offers accommodations for groups from 10 to over 600 people.

The Frontier Conference Center is an excellent choice to host your next:

- Military Ball
- Wedding Reception
- Banquet
- Reunion
- Meeting/Training Session
- Conference



EVENT CHECKLIST

WHAT TO DO

- Confirm dates & reservation
- Classified material
- A/V Support
 - Microphones
 - Rear Screen
 - Recording
 - Signage
 - Projectors
 - Photography
 - Printing
- IT Support
 - Fax
 - Phone
 - Copier
 - Computers
 - Internet
 - CAC Net
- Protocol Support
 - Flags
 - Seating Charts
- DIS Support
 - Ground transportation
 - HVAC questions

WHO TO CONTACT

- FCC 684-2287
- Security 684-1787
- TSC 684-4544

- DOIM 684-7025
- DOET 684-2403

- Executive Svs 684-5050

- DIS 684-8906

WHAT TO DO

- Lodging
 - Rooms reserved
 - VIP's identified
 - Amenities laid on
- Administrative Support
 - Name badges
 - Table tent placards
 - Hand outs/binders
 - Pens & pads
- Room Layout
 - Seating
 - Additional furniture
 - Linen & Skirting
- Food & Beverage
 - Catering contract
 - Confirmed counts
 - Identification process
- Payment process
 - To lodging
 - To FCC
 - To Marketing
 - To ACT
 - To Caterer

WHO TO CONTACT

- Lodging 684-4091x1005

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