

## BRIGGS WOODS CONFERENCE CENTER - ROOM ADDITIONS

Your event is unique, and we want to make sure that we plan ample space for all of the extras you want to include in your floor plan. Below is a guide to square foot allocations needed for all of those meeting and conference necessities and special touches. Your Briggs Woods Conference Center Events Coordinator will assist you in planning the perfect event layout.

### Meetings/Conferences

1. **Space needed for a stage.** A general rule of thumb is to estimate 400 square feet for the stage.
2. **Screen to Audience Ratio.** When utilizing our state-of-the-art laser screens and projectors for large audiences we recommend 15 feet of space between the screen and the audience. In the First State Bank Grand Ballroom this equates to 1080 square feet of space. This empty space between the audience and the screen can be maximized with a stage, presenter, display tables, etc. In the smaller rooms the screen to audience ratio can be minimized to adapt to a smaller group of attendees.
3. **Space needed for display/vendor tables.** We treat these areas as booths. Each table requires table space and space for attendees to visit the booth. For this reason, we recommend a 10 x 10 area or 100 square feet per display/vendor.
4. **Space needed for a presenter not utilizing screens.** In this situation 10 feet of space between the presenter and the audience is sufficient. In the First State Bank Grand Ball Room this equates to 720 square feet.
5. **Space needed for registration areas.** The Briggs Woods Conference Center has a large 961 square foot lobby with attached corridor and 190 square foot gathering area that is perfect for registration areas.
6. **Space needed for after meeting cocktail bar.** You are in luck; Briggs Woods Conference Center has a built in bar that opens up into the Grand Ballroom when needed. If you need to add additional satellite bars, we recommend setting them up either in the spacious lobby or gathering areas to avoid using precious floor space that could be better utilized for your gathering.

### Weddings/Private Events

1. **Space needed for the head table.** If you decide that you want to add an elevated head table for you and your bridal party of 16 consider adding an additional 400 square feet to your minimum space requirements.
2. **Space needed for the dance floor.** Our 20 x 20 dance floor requires 400 square feet of floor space. We recommend allowing 500 square feet to ensure guest tables are not directly next to the dance floor.
3. **Space for the band or the DJ.** Typically, a 4-piece band with amps requires a 12' x 20' stage. Work closely with your DJ's agent or leader to discuss their rider. This document should include their stage requirements and any other space needs required. Your deejay may need a 10' x 10' space for table, speaker and equipment set-ups.
4. **Space for the cake table.** Your cake table doesn't require a lot of space, but location is key. You want to ensure that you have ample space to accommodate an area that is not too close to anything that gets direct sun or heat and you want to avoid high traffic areas (i.e., a door, the guest tables or the bar.)
5. **Space for the gift table.** Space can be made for your gift table in the lobby or in the Ballroom. A rule of thumb is to allow 100 square feet for every 8-foot table added whether it is in the lobby or the ballroom.
6. **Space needed for the bar.** You are in luck; Briggs Woods Conference Center has a built in bar that opens up into the Grand Ballroom when needed. If you need to add additional satellite bars, we recommend setting them up either in the spacious lobby or gathering areas to avoid using precious floor space that could be better utilized for your gathering.
7. **Space for the buffet and/or food stations.** If your meal requires a buffet set-up, you will need to set aside space for the actual buffet tables and the actual line-up for the buffet. You can choose to utilize the lobby area for the buffet or have the buffet in the Ballroom. If utilizing the ballroom, we recommend 160 square feet for every 8 feet of buffet table.