



Sales Meetings



Conferences



Training Sessions



Weddings



Celebrations

Event Planning Guide

Company's
Coming
and We're Ready



CHESAPEAKE CONFERENCE CENTER

It All Happens Here



The Chesapeake Conference Center is the only freestanding conference and meeting center in Hampton Roads. With our versatile floor plans, banquet facilities, experienced staff, and free parking, we are ready to help you plan your most memorable event.



CHESAPEAKE CONFERENCE CENTER

It All Happens Here

Let's get started -

- What kind of event do you have in mind (board meeting, wedding, etc.)?
- How many people do you want to invite?
- Do any of the attendees requiring special assistance? (wheelchairs, service animals, etc)
- When is the event? Is the date flexible? Planning ahead helps ensure you will get your first choice.
- Does your group require hotel rooms? Blocks of rooms can be arranged at the many hotels within walking distance of the Center.
- What kind of seating arrangements do you need?
- Will you require audio – visual equipment and setup?
- What kind of food and beverage service do you require?
- Will your group need transportation from the airport?
- Are there any special activities or team-building exercises you want to include?
- Are group tours of the surrounding Hampton Roads area or other off-site events such as golf tournaments being considered?
- Have you established a budget?

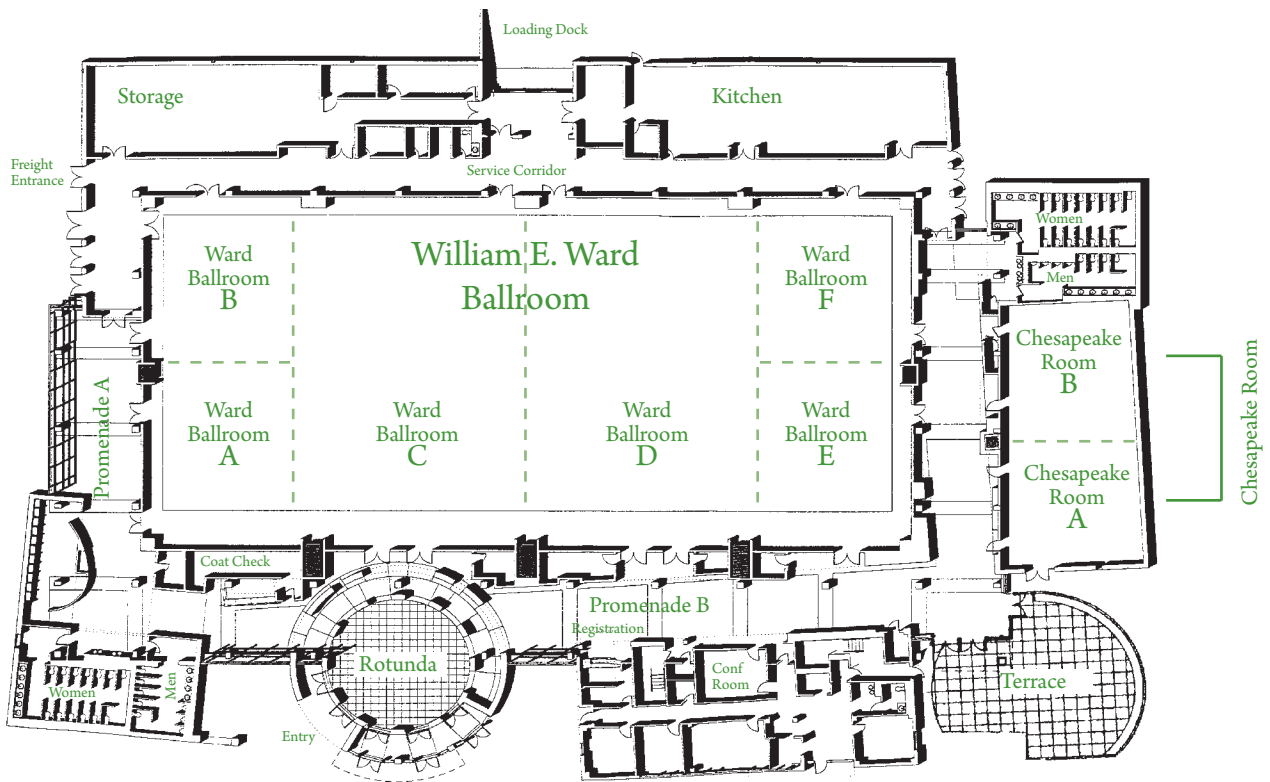


Planning the Meals

We specialize in large elegant banquets, receptions of all types, grand theme parties and intimate gatherings. The polished setting of your event is as important to us as the quality of the food and service. Whether buffet or sit-down dining, the presentation is always imaginative and appealing. We will work closely with you to bring your special ideas to life.

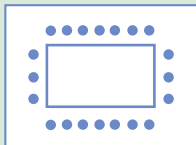
Whether a family gathering, small business meeting, trade show, or large full-scale convention, you'll find the staff at the Chesapeake Conference Center eager to please. Our single mission is to ensure that every guest has a delightful experience, the very best in dining pleasure, and service with a smile.



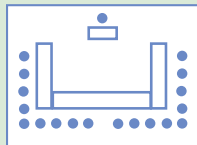


Meeting Room Setup/Configurations

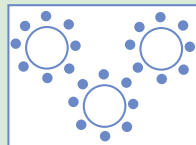
- Conference Style is appropriate for interactive discussions and note-taking sessions for fewer than 25 people.
- U-shape and T-shape are appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the table. Audiovisual equipment is usually set up at the open end of the seating.
- Banquet Style is generally used for meals and sessions involving small group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats 10 people.
- Theater seating is best for large sessions and short lectures that do not require extensive note taking.
- Classroom seating is most desirable setup for medium to large-size lectures. This configuration requires a relatively large room. Tables provide attendees with space for materials and taking notes.



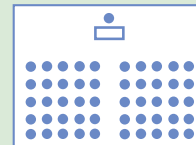
Conference Style



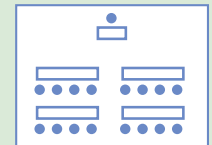
U-Shape of Tables



Banquet Style



Theater Style



Classroom Style

Meal Service Suggestions

- Allow time in your schedule for eating, networking, and socializing.
- As a general rule one should allow 30 to 40 minutes for breakfast, 45 to 60 minutes for lunch, and 20 minutes per course for dinner. For refreshment breaks, allow a minimum of 15 minutes for up to 100 people, 30 minutes for up to 1,000 people and 30 to 45 minutes for groups larger than 1,000.
- Luncheon buffets work well for small group working sessions.
- For formal meals and VIP tables consider requesting one server per table.
- Provide one bartender for every 75-100 people.
- Offer nonalcoholic beverages as well as beer, wine and premium liquor.
- Consider donating leftover food to homeless shelters or distribution organizations for the needy whenever possible.
- The Chesapeake Conference Center is a non-smoking facility

Audiovisual Equipment

Our staff will suggest the best methods for enhancing your meeting with AV and explain how to best use the meeting or event space. We are ready to consult with you on all presentation requirements from audio, video, lighting, and staging. We offer complete WiFi access for a single laptop to a network across multiple meeting rooms. Whiteboards, flipcharts, podiums, video monitors and more are also available.

Bring your next meeting or special event to the Chesapeake Conference Center and experience event planning the way it should be. We're ready for company and our distinctive meeting spaces, all-inclusive amenities, convenient location and affordable hotels are easy on you and your budget. Whether your group is meeting for business or pleasure, our experienced staff will ensure your event is an overwhelming success.



- 22,700 square feet of meeting and banquet space
- 9 meeting/banquet rooms designed for maximum flexibility
- Space for up to 200 exhibit booths
- State-of-the-art audio/visual and lighting systems
- 340 free parking spaces on site
- Within walking distance of 650 moderately priced hotel rooms (350 adjacent)
- Area's best variety of shopping, dining and entertainment within one mile of the Center
- 15 minutes from Norfolk International Airport



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900 Greenbrier Circle
Chesapeake, VA 23350

757-382-2500 | chesapeakeconference.com