

# Octagon Barn Center Grand Opening Event



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## **Executive Summary:**

The Octagon Barn of San Luis Obispo got its start as a place for dairy farming. Today, the center stands as a facility designed for public use for a plethora of different needs. Recently added to the National Registry of Historic Places with the help of The Land Conservancy, The Octagon Barn Center's current mission is to serve as a community gathering place that brings people together. As such an integral piece of the history of San Luis Obispo, and now a place for new opportunities of growth in the community, The Octagon Barn Center deserves the perfect first unveiling.

The Community Grand Opening will be the first event held at the center and our goal is to produce an event that highlights the potential that the new and improved Octagon Barn Center has to offer for the community, while showcasing the rich history and relevance of the barn. This event will be free of charge and open to the public. In order to spread the word about the event and the new center itself to the public, we will use flyers that we have created for advertising on various social media platforms, as well as set up a booth at Thursday night Farmers Market. Aside from this, we will ask and encourage the various local businesses involved to help spread the word about the grand opening event. Educating the public and getting them excited about the new piece of their community is key to our event's success. As for the event itself, getting to the venue is not difficult and navigating the venue will be made even easier with clear signs placed strategically around the entrance. Once attendees arrive and park in the parking lot, they will be greeted by a large balloon arch as they walk down the stairs and enter the venue. Once inside, guests have the choice to participate in any number of activities that are going on. Activities throughout the day will include: a corn hole tournament, a silent baked goods auction in the milking parlor, a historical presentation of the barn, a number of local performances in the amphitheater, and a kids zone with a bounce house and face painting.

On top of the activity options, local vendors will be catering their delicious food for the event. Mo's Barbeque will serve a SLO-inspired barbeque meal cafeteria style for the event, and Batch Ice Cream will have an ice cream truck on site for tasty treats and a fun dessert. A photo booth will be set up at the event so that guests have the ability to capture the moment and remember it forever. The silent baked goods auction provides guests with another great opportunity to take home a piece of the event. The look and feel of the event is created to align with the integrity of the barn itself, while mirroring the community as a whole. We have chosen a traditional rustic barn theme using various woods, sunflowers, wagon wheels, and lanterns. The choice of local vendors, entertainment and even BBQ as a meal choice are used to showcase the community, which is really what this event is all about. The Octagon Barn Center is an important piece of San Luis Obispo's history and with this community grand opening we hope to prove how it will continue to be just as, if not more, beneficial for the community currently and in all the years to come.

**Event Vision:**



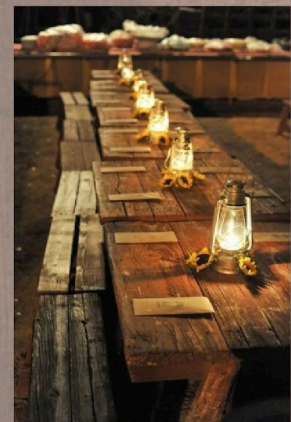
# The Octagon Barn Center

COMMUNITY GRAND OPENING BARN BASH!



# The Octagon Barn Center

COMMUNITY GRAND OPENING BARN BASH



Our vision for this event is a community, and family driven event to celebrate the opening of the long-awaited Octagon Barn Center. We drew our theme inspiration from the rustic nature of the barn. We will use the windmill, sunflowers, hay, and the colors of blue and yellow to decorate the space, both inside and outside. The activities will include a corn hole tournament, live music from local bands and schools, as well as a baking auction to feature community members. In addition, there will also be jump houses, and face painters to include the entire family. To go along with the barn atmosphere, we will be serving BBQ food, with the Batch Ice Cream truck for dessert. We want this event to be open to the community as a whole, and provide to all age groups.

## Food and Beverage Proposal and Menu Selection:



We used local tastes of the San Luis Obispo area to inspire our menu for the Grand Opening of the Octagon Barn. Lunch will be served Cafeteria style and dessert will be served by a food truck outside. For lunch, community favorite, Mo's Barbeque, will be the caterer and for dessert Batch, a local business that specializes in ice-cream cookie sandwiches, will be serving out of their food truck. The beverages served at this community event will be iced tea, water, and lemonade.

**Event Infrastructure & Floorplans:****Rental Equipment List:**

The following tables are the breakdowns from local companies of the rental equipment we will need for the event. We will rent all china/flatware, tables/chairs, and a few other items from All About Events, which will come out to an estimated total of \$2,584.20.

<b>All About Events Equipment Rentals (estimates)</b>			
<b>Qty</b>	<b>Description</b>	<b>Rental Amount</b>	<b>Total</b>
	<b>China</b>		
350	12" Square Plate	\$0.50	\$175.00
350	7.5" Dessert Plate	\$0.35	\$122.50
	<b>Tables/Chairs</b>		
27	Banquet Table - 6' x 30"	\$14.10	\$380.70
8	High Cocktail Table - 36" x 42"	\$12.00	\$96.00
200	Folding Chair – White Samsonite	\$2.95	\$590.00
	<b>Flatware</b>		
350	European Standard Regency Dinner Fork	\$1.00	\$350.00
350	European Standard Dinner Knife	\$1.00	\$350.00
350	European Standard Soup Spoon	\$1.00	\$350.00
	<b>Other</b>		
10	Water Dispenser - 2 Gallon Glass Mason Jar	\$5.00	\$50.00
	Delivery Charge	\$120.00	\$120.00
		<b>Total:</b>	<b>\$2,584.20</b>

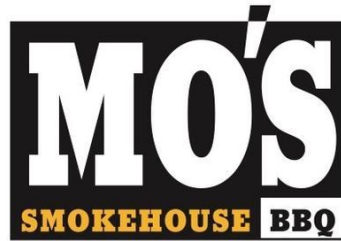
We will rent the bounce houses and obstacle courses from Jessica's Jolly Jumps which will come out to an estimated total of \$600.00.

Jessica's Jolly Jumps Bounce Houses			
Qty	Description	Rental Amount	Total
	<b>Bounce Houses</b>		
1	Basic Bounce Houses	\$100.00	\$100.00
1	Bounce House Combo	\$200.00	\$200.00
1	Obstacle Course Bouncer	\$300.00	\$300.00
		<b>Total:</b>	<b>\$600.00</b>

We will rent all outdoor games, such as corn hole and giant jenga from Taylor Rental Party Plus, which will come out to an estimated total of \$240.00.

Taylor Rental Party Plus (estimates)			
Qty	Description	Rental Amount	Total
	<b>Outdoor Party Games</b>		
2	Giant Jenga	\$75.00	\$150.00
3	Cornhole Set	\$30.00	\$90.00
		<b>Total:</b>	<b>\$240.00</b>

### **Facilities List:**



### **Mo's Barbecue:**

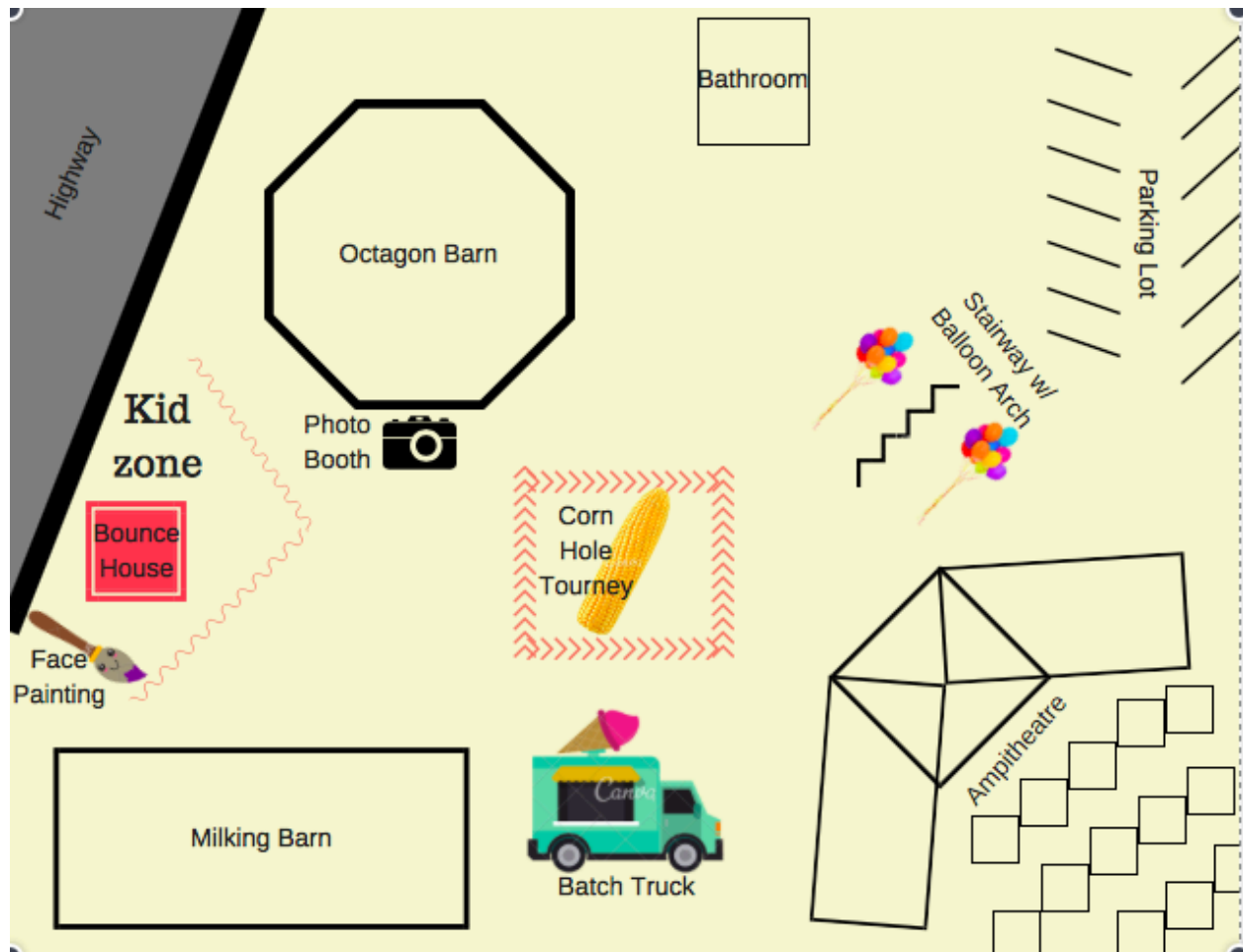
For lunch, we wanted to choose a meal that is essential to SLO and that tied in with the history of the Octagon Bard. With that in mind, we chose Mo's Barbecue to cater our lunch. Recently reopened this past January after renovations, Mo's has been a staple to the central coast for over 20 years, meaning not only do they have the capability of feeding large groups of people, but they also have plenty of experience in the catering world. Mo's provides a variety of options for those with dietary restrictions and are happy to accommodate which is essential to our event, since we are inviting a wide demographic of people. We are also hoping that with the reopening in mind and our community-centered event that we will potentially get a discount for the catering.



### **Batch Truck:**

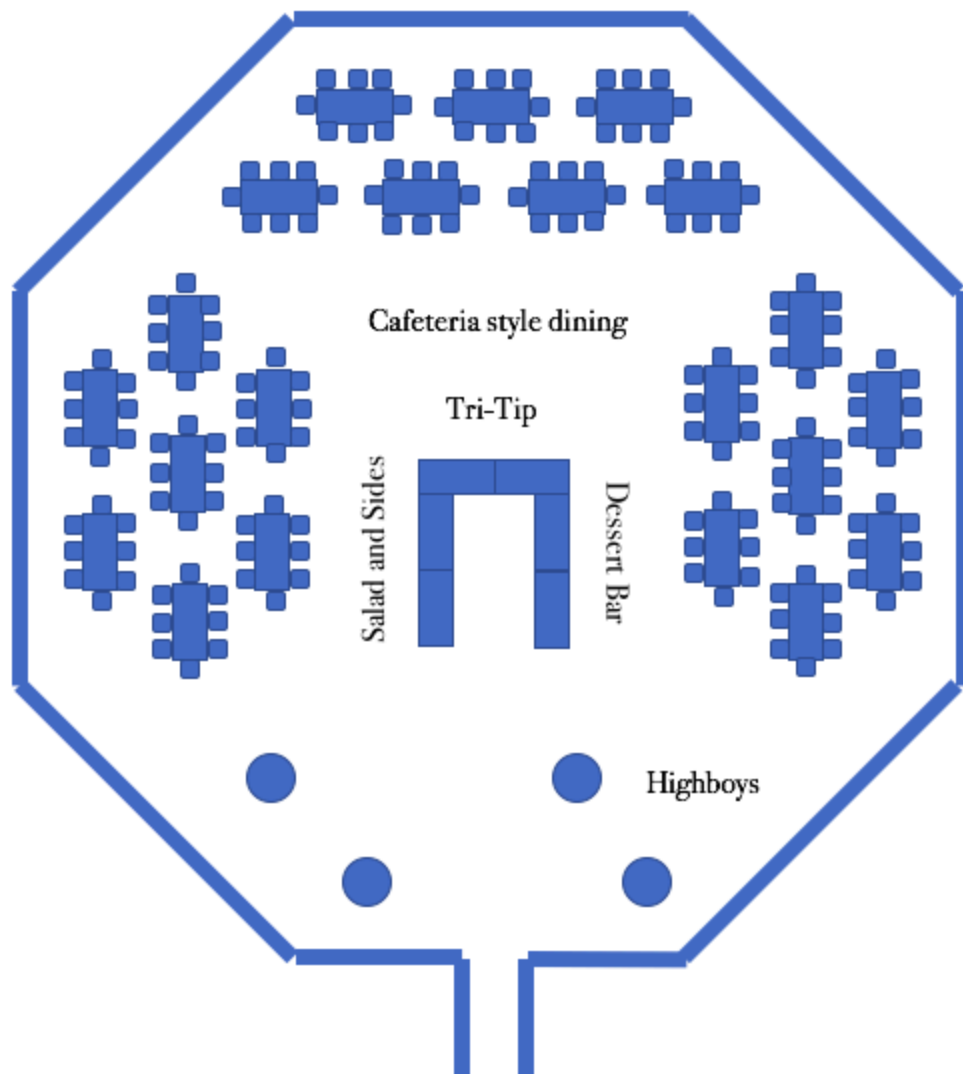
Since our event is casual, we wanted a dessert that could be simple yet cater to all ages, while still showcasing a local vendor. We also wanted a dessert that would allow our guests to be mobile, so as to encourage more community networking. With our needs in mind, we decided to choose the Batch Ice Cream truck. The truck is the perfect fit for our event, as it touches on the history of the barn (cows/milk) with the ice cream sandwiches and will also be a refreshing desert on what is expected to be a warm afternoon. Batch also allows customers to choose their cookies, ice cream, and toppings, which will give community members infinite options.

### Overall Floor Plan:



This floor plan is an overall bird's eye view of the venue in order to get perspective on where all of the activities and vendors will be placed. The batch truck will be in the middle of the milking barn and the amphitheatre to catch people's attention when they are exciting either facility and to keep the line from interfering with the other activities occurring. Also, the corn hole tournament was placed in the middle of the venue to lure people into playing and for people to watch if they are interested. Another aspect that we added was the Photo Booth that will be on the side of the Octagon Barn near all of the other activities so people will frequently see it and be interested in using. Lastly, the kid zone is on the far left hand side of the venue because the bounce house will take up a lot of room and we wanted all of the children's activities to be centralized together so they get the most use. With this floor plan we hope to achieve a balanced venue that does not include traffic jams or having hidden activities.

### Octagon Space Floor Plan:

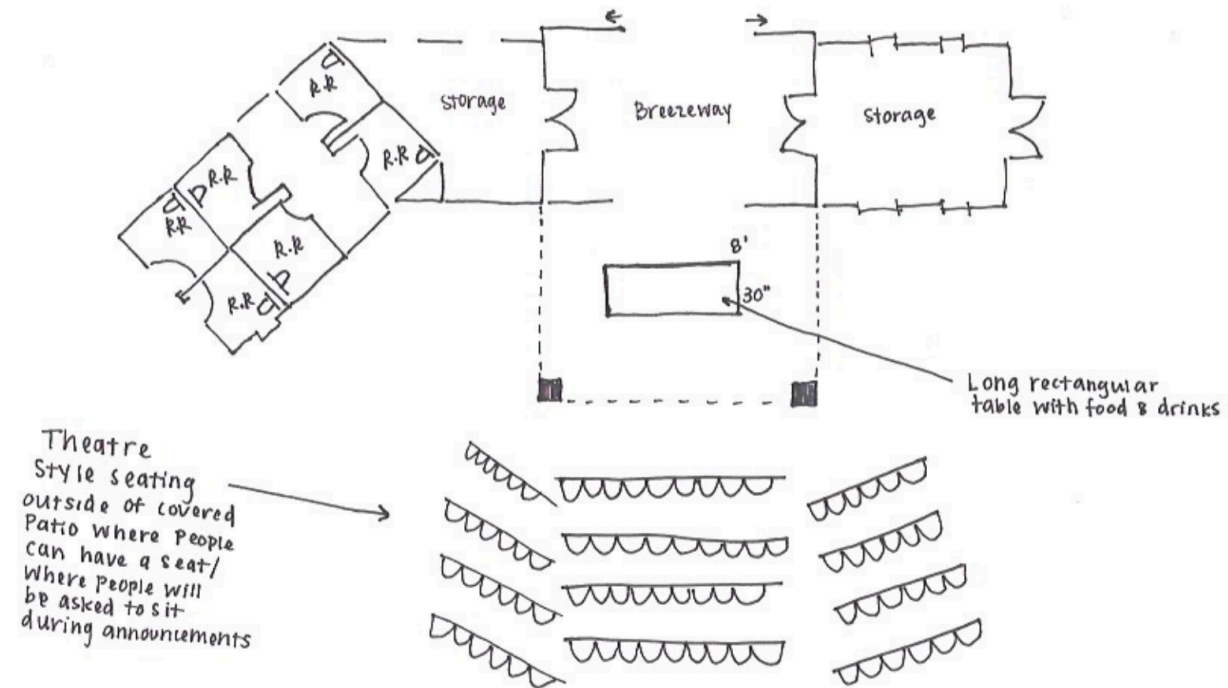


*(SCALE: 1 inch = 15 feet)*

Mo's BBQ will be serving food for the event in the Octagon Barn. We will set up six 6' tables in a "u" shape in the middle of the barn where food will be served. Servers will be in the middle of the "u" giving guests their food. This will be done to ensure that attendees do not take too much. Twenty 6' tables will be placed in the Octagon Barn for eating. With 8 guests at each table, this will allow for up to 160 people to sit and eat at once. Lunch will be served for two hours so not all attendees will be eating at the same time. Guests will be able to eat whenever they want from 2:00-4:00. Highboys will also be placed in the Octagon Barn for guests to stand and eat.

## Octagon Barn Shed Floor Plan:

### Octagon Barn Shed Floor Plan



This floor plan is a birds eye view of the Octagon Barn Shed. We included a long rectangular table and theatre style seating. The shed includes six toilets for guests to use, as well as storage space. This is where the local artists will perform, and where we will present the historical exhibit.

### **Activities & Entertainment:**

For the activities and entertainment, there will be a corn hole tournament, face painting, local band performances, a silent baked goods auction, a jumpy house, food being served, as well as the Batch truck for a tasty dessert. We felt as though bringing local bands to come perform was a great way to represent the community and bring people together. We included face painting and a jumpy house so that kids will have a memorable experience at the Octagon Barn with other members of their community. We decided to choose the corn hole game because we felt as though it aligned with our theme for the entire event, and would be a fun way for teams to compete.



# Schedule of events

**8:00AM:** Begin Set-up of inside Octagon Barn

**10:00AM:** Kramer Events begins set-up of sound system in amphitheater

Mo's BBQ arrives to set up kitchen and begin cooking

Set up Baked Good Silent Auction in Milking Parlor

**1:00PM:** Cornhole Tournament Begins

**2:30PM:** Food is served

**4:00PM:** Sunset Bike Tour to Prefumo Canyon begins

**12:00 PM Arrival**

**1:00 PM Corn Hole Tournament Begins**

**2:00 PM Face Painting**

**2:30 PM Food is served**

**3:00 PM Local Band Performances in Amphitheater**

**4:00 PM Silent Baked Goods Auction**

**4:30 PM Batch Truck**

**5:00 PM End of event**

### **Hotel Site Selection Information:**

\_\_\_\_\_ This event does not anticipate any of the attendees needing hotels; however, if they do chose to stay at a hotel these are the two that fit the attendee profile. The Courtyard Marriott and the Embassy Suites are both hotels that are inviting to all types of people of all ages. The hotels feature a lot of amenities that our attendees would appreciate and would help enhance their overall experience. Also, the two hotels are relatively close to the Octagon Barn so the commute is easy and fairly cheap. Below is a break down of each of the hotels and some of the amenities they offer.

#1 - Courtyard Marriott San Luis Obispo  
1605 Calle Joaquin, San Luis Obispo, CA 93405

#### Accessibility

- What is the main/closest airport?
  - San Luis Obispo Airport
- What is the distance/travel time to and from the nearest airport?
  - 12 minute drive from the airport to the hotel
- Does the hotel have an airport shuttle?
  - NO
- Is the airport shuttle complimentary?
  - N/A
- Is there a train to/from the airport to the hotel?
  - NO
- What is the cost?
  - N/A
- If there is no shuttle, what transportation is available to/from the airport and surrounding areas?
  - Taxi, Uber, Lyft, personal escort
    - Estimated \$10 one way

#### Surrounding Area

- What is the condition of the surrounding area?
  - Hillside with a view of animals including cattle and horses, large parking lot area to accommodate the guests, street connecting to Los Osos which is a main street with a lot of amenities on it. Also, there is a lot of greenery and plants that are appealing to the eyes.
- Is the hotel located in a business park, downtown area, financial area, rural area?
  - Rural area, in a business park
- Is it safe to walk around the area?

- On the side roads, however may not be as safe on the main road (Los Osos Valley Road)
- Are areas well lit at night?
  - Yes
- What kind of shopping is in the area?
  - Target, Costco, TJ Maxx, small shops/boutiques, Dick's Sporting Goods, grocery shops
- What kind of restaurants are in the area?
  - Olive Garden, Panda Express, In house restaurant (The Bistro), Taco Roco, Rib Line Barbeque, 11th Hole Grill, Las Delicias De Zacatecas, Margies Diner, Upper Crust Trattoria, Tahoe Joes Famous Steak House, Custom House Restaurant, Cafe Roma, Mandarin Gourment,
- What is the distance to the closest hospital?
  - Sierra Vista Hospital (1010 Murray Ave)
  - 9 minutes, 4.4 miles
- What activities can be found in the area?
  - 7 miles from avila beach, Pool, Surfing, Hiking, Shopping, Restaurants
- What hotels would be used for overflow needs OR could we lose to outside the block?
  - Madonna Inn, Apple Farm, Holiday Inn Express, Hampton Inn, Embassy Suites, Motel 6

#### Condition of the Hotel

- When was the last time the hotel was renovated?
  - There was a new lobby that was renovated within the past 2 years. The hotel was built in within the past 15 years.
- Is there a scheduled renovation in the near future?
  - No
- If so, what is the timeline?
  - N/A
- What is the sense of arrival at the hotel?
  - The guest enter to a beautiful scenery of plants and shrubbery. Then once they enter the hotel it is very crisp and clean and refreshing. The front desk is right by the entrance for the guest to find right when they walk in
- What is the architectural style/environment of the hotel outside?
  - Modern with the typical Marriott style look.
- What is the physical condition of the property outside?

- Well kept and appealing to the eye. Parking lot has trees and easy to find parking and the main entrance is eye catching.
- What is the architectural style/environment of the hotel inside?
  - Very modern, clean, refreshing, and appealing to the eye. It is a comfortable environment that is welcoming to guests with the front desk and a lounge and then farther in there is another lounge and a bar.
- What is the physical condition of the property inside?
  - Extremely well kept and welcoming
- What kind of “feel” does the hotel have (i.e. contemporary, traditional, modern)?
  - Modern yet welcoming and homey
- Is the lobby visually appealing (i.e. atrium, uncluttered, well lit)?
  - Well lit and the layout of the lobby is laid out well
  - There was a large interactive screen in the lobby to help guest plan out their trips or see things to do in SLO
- Is there adequate seating in the lobby area?
  - Yes there is an exponential amount of seating in different areas of the lobby. Could easily seat 30 people
- Is it a good area for gathering?
  - Yes the lobby is a good area for gathering because it has different areas to meet and find your group
- Is the front desk clean, well lit and organized?
  - Yes, well lit, clean, and easily approachable
- Are the elevators clean?
  - YES
- Are they smooth and fast?
  - YES they arrived in a timely manner and are rapid at getting people from one floor to the next without feeling endangered

#### Hotel Amenities

- Is there on-site golf?
  - No
- Is there an on-site spa?
  - No
- Is there an on-site gift shop?
  - Yes
- Is there a fitness center?
  - Yes
- Is it complimentary for all hotel guests?
  - Yes

- Is it open 24 hours?
  - No
- Is there a pool – indoor or outdoor?
  - Yes- outdoor
- Is there a Business Center?
  - Yes
- Is it open 24 hours?
  - Yes
- Is there self parking. What is the cost per day?
  - Yes- free
- Is there valet parking. What is the cost per day?
  - No
- Is car rental available?
  - No
- Are there any amenities unique to the hotel?
  - No

#### Guest Rooms

- How many total guest rooms in the property?
  - 132
- How many double/doubles or queen/queens?
  - N/A
- How many suites?
  - 7
- Can the suites accommodate small meetings, hospitality rooms or receptions? Do all sleeping rooms have good views or are there obstructions?
  - Suite is 625sqft/56sqm
  - There are not great views from the hotel
- When was the last time the rooms were renovated?
  - Within past 5 years
- Is there a scheduled renovation in the near future? If so, what is the timeline?
  - No
- Is the hotel 100% non-smoking?
  - Yes. This hotel has a smoke free policy.
- Is there an in-room safe?
  - No
- Is it a laptop size safe?
  - No
- Is there a mini-bar?

- No. There is a coffee maker and tea service.
- Is there a refrigerator?
  - Yes
- Is there a coffee maker?
  - Yes
- Are the rooms elegant, well appointed, clean, inviting, no odors?
  - Accommodations at our San Luis Obispo hotel combine elegance, comfort and functionality.
- Does the room have blackout drapes?
  - Yes
- Is there a comfortable place to sit?
  - Yes. There is a chair and a sofa.
- Is there a comfortable workspace?
  - Yes. There is a desk, writing / work, with ergonomic chair, and electrical outlet
- Does the workspace have data ports?
  - Yes
- Are there plugs/outlets near the bed or throughout the room?
  - Yes
- How is the bathroom?
  - The bathroom has a shower, hair dryer, and Shower/ Tub combination
- Is the sink in a separate room?
  - There is a sink in the bathroom that is connected to the room.
- Is it well lit?
  - Yes
- Is there plenty of counter space?
  - Yes. There is an ample well lit work desk
- Is the toilet in a separate room?
  - The bathroom is connected.
- Is the shower in a separate room?
  - The shower/ tub combination is in the connecting bathroom.
- Is there a bathtub or a walk-in shower?
  - There is a shower/ tub combination.

#### Meeting Space

- When was the last time the meeting rooms were renovated?
  - In the last 3 years
- Is there a scheduled renovation in the near future? If so, what is the timeline? What is the general “feel” of the meeting space?

- No
- What is the condition of the wall coverings?
  - Excellent
- What is the condition of the carpeting?
  - Excellent
- What is the condition of the drapes?
  - Excellent
- Are the air walls insulated to control sound leakage?
  - Yes
- Are the meeting rooms free from pillars and obstacles?
  - Yes
- Are the meeting rooms free from low hanging chandeliers?
  - Yes
- Do the number of elevators accommodate the number of people for the space? Are there escalators that will accommodate the number of people for the space? Do the breakout rooms have drop down screens for audio visual?
  - Yes
  - No
  - Yes
- Are there permanent registration areas convenient to the meeting space?
  - Yes
- Are the rooms lockable?
  - Yes
- What is the fee for the keys?
  - \$0
- Can the pre-function area accommodate food and beverage functions?
  - Yes
- What are the Internet capabilities in the meeting PUBLIC space?
  - Free wireless internet
- What are the Internet capabilities in the meeting ROOMS?
  - Free wireless internet
- Is the Internet in the meeting space separate from the hotel rooms?
  - No
- Does the hotel have outdoor space that can be utilized for food and beverage functions?
  - Yes
- Does the hotel have a dedicated exhibit hall?
  - Yes
- Is the exhibit hall column free?
  - Yes, but 2 air walls can be put in.

- Is the exhibit hall carpeted?
  - Yes
- Where is the exhibit hall located in relation to the rest of the meeting space? What is the general impression of the exhibit hall?
  - It is in the back corner by the kitchen of the ground floor. Just down the hall from the meeting rooms. It has a nice view of the pool, and is fairly spacious.

#### Food and Beverage

- Does the hotel have an on-site catering department?
  - YES
- Does this catering department do off-site catering?
  - YES
- How many food and beverage outlets are located in the hotel?
  - 3
    - Bar-B-Q and/or picnic area
    - Local restaurant dinner delivery
    - Sundry/Convenience store
- Is there a Grab & Go?
  - YES
- Is there a sit-down restaurant?
  - There is no sit down restaurant but there is a bistro that has a bar to sit at.
- Is there an all-day dining restaurant?
  - NO the food is only open at certain times of the day
- Is there a lounge/bar?
  - YES
- Is there a Starbucks or a place to grab coffee?
  - YES there is a Starbucks
- Is there room service? Is it 24 hours?
  - YES and YES

#### Audio Visual

- Does the hotel have an on-site audio visual company?
  - Yes- AV technician
- Who is the on-site audio visual company?
  - On-site AV technician
- Are they exclusive?
  - Yes
- Can a group bring in their own AV equipment provider?
  - Yes

- Is there a fee to bring an outside AV provider?
  - Yes

#### Service Provided

- What was the overall general attitude of employees at the property?
  - Very welcoming and accommodating to the guests
- Did you stay overnight at this hotel? If so, was the desk clerk attentive?
  - Yes in the past, they are extremely attentive and care about the customer experience
- Did you have a smooth check-in/check-out process?
  - YES extremely smooth and easy to go through
- Was your room cleaned in an acceptable and timely manner?
  - YES the room was ready for us when we got there and the room was cleaned within 15 minutes of the services being in there

#### Tech Specs Checklist

Do they provide the following?

- Wired connectivity speed
  - No
- Wireless connectivity speed
  - Yes
- Internet cost
  - No
- No extra cost for connecting multiple devices
  - True
- In-house (24/7) Internet guest room support
  - Yes
- Room keys – NFC / smart phone key
  - Card key entry
- Electronic locks
  - No
- HDTV (40" minimum)
  - Yes
- Docking station for portable music player
  - Yes
- TV ports for computer connection
  - Yes
- AC outlets (transformer friendly - 4 minimum) at desk height near desk
  - Yes

- Power strip / surge protector
  - No
- In-room safe with outlet for computer charging / In-room safe that can fit laptop  
Ergonomically-designed desk and chair work station (eg. Herman Miller style furniture)
  - Yes
- Mobile app for hotel functionality (eg. room service, housekeeping)
  - No
- Alarm clock that doesn't require a Ph.D. to set
  - Yes

#### Tech Specs Checklist Continued

##### IN MEETING & EXHIBIT SPACE

- Do they provide the following?
  - YES
- Meeting and exhibit hall Internet speed Internet cost
  - No cost if there guests are staying there, but there is a cost if they are only using the meeting rooms
- Meeting room power\* (Fee, minimum of 12 outlets per 1,000 square ft.) \*Dedicated exhibit space exempt from free power stipulation
  - YES
- Complimentary charging stations in meeting space
  - YES
- Phone signal accessibility in all meeting space
  - YES

##### IN LOBBY / PUBLIC SPACE

- Do they provide the following?
- Kiosk check-in and check-out in lobby
  - NO
- Complimentary charging stations in lobby
  - YES in the walls and under the couches and chairs
- Mobile POS in outlets
  - YES
- Free Wi-Fi in lobby
  - YES but only for guests
- Print kiosks (free, 24/7) for boarding passes
  - YES
- 24-hour Business Center accessibility
  - YES

#2 - Embassy Suites  
333 Madonna Road, San Luis Obispo, CA 93405

Accessibility

- What is the main/closest airport?
  - San Luis Obispo airport
- What is the distance/travel time to and from the nearest airport?
  - 10 Minute Drive to San Luis Obispo airport
- Does the hotel have an airport shuttle?
  - Yes they can shuttle guests to and from the airport, and also the train station
- Is the airport shuttle complimentary?
  - Yes
- Is there a train to/from the airport to the hotel?
  - No, but shuttle can take guests to the amtrak station as well
- What is the cost?
  - \$209-\$327 per night
- If there is no shuttle, what transportation is available to/from the airport and surrounding areas?
  - Uber/Taxi cabs can be used to travel to and from the airport and rental car service is on-site

Surrounding Area

- What is the condition of the surrounding area?
  - Commercial buildings and businesses.
- Is the hotel located in a business park, downtown area, financial area, rural area?
  - Retail Buildings
- Is it safe to walk around the area?
  - Yes.
- Are areas well lit at night?
  - Not particularly.
- What kind of shopping is in the area?
  - Grocery and retail
- What kind of restaurants are in the area?
  - Buffalo Wild Wings, McDonalds, Dennys, Chipotle, Panera, Tahoe Joe's
- What is the distance to the closest hospital?
  - 1.9 Miles
- What activities can be found in the area?
  - Shopping, hiking, horseback riding, wine tasting.
- What hotels would be used for overflow needs OR could we lose to outside the block?

- Madonna Inn

#### Condition of the Hotel

- When was the last time the hotel was renovated?
  - Currently being renovated
- Is there a scheduled renovation in the near future?
  - One in progress.
- If so, what is the timeline?
  - To be finished within the next month.
- What is the sense of arrival at the hotel?
  - Walk into a giant arch gleaming with the words “Embassy Suites,” to your left is the check-in desk. A little further and you enter the beautiful open atrium lounge space. You have arrived. There is a full bar and lounge area.
- What is the architectural style/environment of the hotel outside?
  - Basic contemporary style building.
- What is the physical condition of the property outside?
  - Immediate landscaping is nice. Building looks clean.
- What is the architectural style/environment of the hotel inside?
  - Typical Embassy Suites style, atrium and lounge
- What is the physical condition of the property inside?
  - Clean and well-kept.
- What kind of “feel” does the hotel have (i.e. contemporary, traditional, modern)?
  - Contemporary
- Is the lobby visually appealing (i.e. atrium, uncluttered, well lit)?
  - Lobby clean and nicely put together, atrium in good condition. Lounge area is welcoming, as is hotel overall. Bright and clean color scheme
- Is there adequate seating in the lobby area?
  - Yes there are lots of places to sit.
- Is it a good area for gathering?
  - Yes, lots of seating and open space to gather.
- Is the front desk clean, well lit and organized?
  - Yes it is.
- Are the elevators clean?
  - Yes
- Are they smooth and fast?
  - Yes

#### Hotel Amenities

- Is there on-site golf? -

- No, but it is within short driving distance of many golf courses, including 7 championship golf courses
- Is there an on-site spa? -
  - No
- Is there an on-site gift shop? -
  - There is a small gift shop
- Is there a fitness center? -
  - Yes
- Is it complimentary for all hotel guests? -
  - Yes
- Is it open 24 hours? -
  - Yes
- Is there a pool – indoor or outdoor? -
  - Yes, indoor pool
- Is there a Business Center? -
  - Yes
- Is it open 24 hours? -
  - No
- Is there self parking. What is the cost per day? -
  - Yes, there is complimentary parking
- Is there valet parking. What is the cost per day? -
  - No
- Is car rental available?
  - Yes, on site avis car rental
- Are there any amenities unique to the hotel?
  - The indoor pool is unique to the Embassy Suites as well as the typical atrium and complimentary made to order breakfast everyday. As well as a free happy hour with snacks.

#### Guest Rooms

- How many total guest rooms in the property?
  - 195
- How many double/doubles or queen/queens
  - 88
- How many suites?
  - 190
- Can the suites accommodate small meetings, hospitality rooms or receptions? Do all sleeping rooms have good views or are there obstructions?
  - Yes. They all have an average view. No obstructions.

- When was the last time the rooms were renovated?
  - 2008
- Is there a scheduled renovation in the near future? If so, what is the timeline?
  - Currently being renovated
- Is the hotel 100% non-smoking?
  - Yes
- Is there an in-room safe?
  - Yes
- Is it a laptop size safe?
  - No
- Is there a mini-bar?
  - Yes
- Is there a refrigerator?
  - Yes
- Is there a coffee maker?
  - Yes
- Are the rooms elegant, well appointed, clean, inviting, no odors?
  - Yes
- Does the room have blackout drapes?
  - Yes
- Is there a comfortable place to sit?
  - Yes
- Is there a comfortable workspace?
  - Yes
- Does the workspace have data ports?
  - Yes
- Are there plugs/outlets near the bed or throughout the room?
  - Yes
- How is the bathroom?
  - Clean and nice, newly renovated.
- Is the sink in a separate room?
  - Yes
- Is it well lit?
  - Yes
- Is there plenty of counter space?
  - Yes
- Is the toilet in a separate room?
  - Yes
- Is the shower in a separate room?

- Yes; same room as toilet.
- Is there a bathtub or a walk-in shower?
  - Bathtub

#### Meeting Space

- When was the last time the meeting rooms were renovated?
  - 2017
- Is there a scheduled renovation in the near future? If so, what is the timeline? What is the general “feel” of the meeting space?
  - They just finished renovating the meeting room. The meeting space is classy and good for business and corporate meetings.
- What is the condition of the wall coverings?
  - Well kept and clean
- What is the condition of the carpeting?
  - Well kept and clean, no stains or damages
- What is the condition of the drapes?
  - Well kept and clean, not torn or tattered
- Are the air walls insulated to control sound leakage?
  - They don't have air walls
- Are the meeting rooms free from pillars and obstacles?
  - YES
- Are the meeting rooms free from low hanging chandeliers?
  - YES
- Do the number of elevators accommodate the number of people for the space? Are there escalators that will accommodate the number of people for the space? Do the breakout rooms have drop down screens for audio visual?
  - YES; There are no escalators; They have drop down screens or audio visuals
- Are there permanent registration areas convenient to the meeting space?
  - YES
- Are the rooms lockable?
  - YES
- What is the fee for the keys?
  - Not for guests
- Can the pre-function area accommodate food and beverage functions?
  - YES
- What are the Internet capabilities in the meeting PUBLIC space?
  - Fast and accessible
- What are the Internet capabilities in the meeting ROOMS?
  - Fast and accessible

- Is the Internet in the meeting space separate from the hotel rooms?
  - No
- Does the hotel have outdoor space that can be utilized for food and beverage functions?
  - No
- Does the hotel have a dedicated exhibit hall?
  - Yes
- Is the exhibit hall column free?
  - YES
- Is the exhibit hall carpeted?
  - YES
- Where is the exhibit hall located in relation to the rest of the meeting space? What is the general impression of the exhibit hall?
  - It is off on the side of the hotel but the meeting rooms are close to the large hall and are centralized to one another yet close to the lobby for convenience.

#### Food and Beverage

- Does the hotel have an on-site catering department?
  - Yes
- Does this catering department do off-site catering?
  - No
- How many food and beverage outlets are located in the hotel?
  - 1 onsite restaurant with a bar
- Is there a Grab & Go?
  - No
- Is there a sit-down restaurant?
  - Yes
- Is there an all-day dining restaurant?
  - Yes there is
- Is there a lounge/bar?
  - Yes
- Is there a Starbucks or a place to grab coffee?
  - There is coffee at the free breakfast. Across the parking lot there is a starbucks.
- Is there room service? Is it 24 hours?
  - Yes, and it is 24 hours

#### Audio Visual

- Does the hotel have an on-site audio visual company?
  - Yes
- Who is the on-site audio visual company?

- In house
- Are they exclusive?
  - N/A
- Can a group bring in their own AV equipment provider?
  - YES
- Is there a fee to bring an outside AV provider?
  - YES

#### Service Provided

- What was the overall general attitude of employees at the property? -
  - Employees were very pleasant and helpful.
- Did you stay overnight at this hotel? If so, was the desk clerk attentive? -
  - YES
- Did you have a smooth check-in/check-out process? -
  - Yes
- Was your room cleaned in an acceptable and timely manner? -
  - Yes

#### Tech Specs Checklist

Do they provide the following?

- Wired connectivity speed
  - They provide high speed wired internet connection
- Wireless connectivity speed
  - They provide high speed wireless internet connection
- Internet cost
  - Use of their internet services is free
- No extra cost for connecting multiple devices
  - No extra cost
- In-house (24/7) Internet guest room support
  - Front desk can help with simple internet problems 24/7
- Room keys – NFC / smart phone key
  - Yes they have NFC keys
- Electronic locks
  - Yes
- HDTV (40" minimum)
  - Yes
- Docking station for portable music player
  - No
- TV ports for computer connection

- Yes
- AC outlets (transformer friendly - 4 minimum) at desk height near desk
  - NO
- Power strip / surge protector
  - YES
- In-room safe with outlet for computer charging / In-room safe that can fit laptop  
Ergonomically-designed desk and chair work station (eg. Herman Miller style furniture)
  - YES
- Mobile app for hotel functionality (eg. room service, housekeeping)
  - NO
- Alarm clock that doesn't require a Ph.D. to set
  - YES

#### Tech Specs Checklist Continued

##### IN MEETING & EXHIBIT SPACE

Do they provide the following?

- Meeting and exhibit hall Internet speed Internet cost -
  - YES
- Meeting room power\* (Fee, minimum of 12 outlets per 1,000 square ft.) \*Dedicated exhibit space exempt from free power stipulation -
  - YES
- Complimentary charging stations in meeting space -
  - YES
- Phone signal accessibility in all meeting space -
  - YES

##### IN LOBBY / PUBLIC SPACE

Kiosk check-in and check-out in lobby -

- YES
- Complimentary charging stations in lobby -
  - YES
- Mobile POS in outlets -
  - YES
- Free Wi-Fi in lobby -
  - YES
- Print kiosks (free, 24/7) for boarding passes -
  - YES
- 24-hour Business Center accessibility -
  - YES

## Draft Budget:

This is the expected budget for the Grand Opening of the Octagon Barn. The total expenses are going to be \$18,324 for the entire event. We anticipate getting as much donated as possible since it is a first time event and companies are looking to make career long partnerships. Also, a lot of the entertainment is set to be volunteer which is an attainable goal because people are interested in getting their name and brand out along with ours. Lastly, even though there is no return on investment because there is no fee to come to the event, the event will still be a success because it is all about getting our name out there and exposing ourselves to people of San Luis Obispo.

2018 Grand Opening of the Octagon Barn				
Category:	Items:	Projected Cost:	Actual Cost	Difference:
Decor	Tables	\$477	(To be completed after the event)	
	Chairs	\$590		
	Linens	\$500		
	Table Decorations	\$1,000		
	Balloon Arch	\$200		
	Light Fixtures	\$750		
	Sunflowers	\$100		
	Photo Booth Frame (donated)	\$0		
	Hay (donated)	\$0		
	Plates	\$298		
	Flatware	\$1,050		
	Drink Dispensers	\$50		
Entertainment	Bike Tour Leader - Look for volunteer	\$0		
	Microphones + Sound Equipment (Kramer)	\$400		
	Student Musicians (all ages)	\$0		
	Activity Rentals (Cornhole, etc.)	\$240		
	Bounce House	\$600		
Catering				
Catering	Mo's BBQ (with service staff of 20)	\$8,000		
	Batch Ice Cream Truck	\$2,500		
Marketing				
	Supplies/ clipboards	\$100		
	Print Fliers	\$300		
	Targeted Online Ads	\$750		
	Event Website	\$50		
	Farmer's Market Booth	\$100		
Miscellaneous				
	Event Insurance	\$150		
	Facility Fee (waived \$4,800)	\$0		
Miscellaneous	AAE Delivery Fee	\$120		
TOTAL		\$18,324		