

Convention Site Must Haves

When you are searching for the perfect site in your backyard for the next PTA state convention, be sure the hotel can provide the following:

- Reputable hotel with handicapped accessibility
- A minimum of 75 overnight rooms (We will use approximately: 20 Thurs., 50 Fri., 50 Sat.)
- At least 2 available suites
- Two ballrooms that can be used concurrently. The vendor ballroom must be able to support at least 40 vendors (w/6ft. tables). The general session ballroom should be able to hold at least 250 people theatre-style with a head table for the officers and speakers.
- A banquet facility that can accommodate at least 200 people for dinner with room for AV equipment and entertainment
- Four rooms to accommodate workshops. Rooms should be able to comfortably hold 30-45 people theatre or classroom style.
- A registration area that easily accommodates 2 (6ft) tables and free flow of traffic.
- Friendly staff willing to work with a large group of people on simultaneous workshops, meetings, etc.
- Sufficient staff to handle room set up, Audio Visual set up and serving
- Hotel that will waive meeting room fees
- Ample parking
- Restaurants and other attractions nearby