

SOMATIC EXPERIENCING® TRAINING

COORDINATORS' FACILITY CHECKLIST

Coordinator: _____

Training Level: _____

Training Dates: _____

Facility Name: _____

Address: _____

Phone / Fax: _____

Contact Person: _____

Email: _____

Beg 1 – Int 3

Please refer to the requirements listed below when choosing a facility to be used for SE® training. Places to research include retreat centers, churches, community centers, college classrooms, hospital training rooms, etc. Many libraries carry lists of centers that will rent space for non-profit training. Appropriate, affordable locations often book one to two years in advance, so please begin your search early.

- _____ Appropriate quiet and relaxed setting, conducive to SE® training. Also consider privacy needed for confidentiality of demonstrations and sessions.
- _____ Must be ADA compliant (See Non-discrimination Policy).
- _____ Near a major airport and close to affordable accommodations, restaurants and grocery stores.
- _____ Within budget for 4 day training: \$1,000 - \$3,000, depending on area. (Contact FHE office for reasonable and customary charges for your area)
- _____ Meeting room size must be large enough for number of anticipated participants *and* assistants; 15 to 20 square feet per participant. Allow for additional space if sign-in tables and/or refreshment tables are in meeting room. If the meeting room is also the breakout space, it must be large enough that the noise level will not be disturbing to the triads.
- _____ Smaller "break out" rooms, approximately 150 to 200 square feet per triad. This may not be necessary if the meeting room has adequate breakout space.

- _____ Natural light availability in meeting room
- _____ Availability of adequate amount of tables and chairs
- _____ Adequate restrooms
- _____ Does the facility provide refreshments? Cost?
- _____ Bring in own refreshments? Use of kitchen? Cost?
- _____ Audio/visual equipment availability (discuss requirements with instructor) Cost?

NOTE: For these trainings, the contract between FHE and the facility will be for actual meeting space and break-out rooms ONLY. FHE cannot accept contracts which required guaranteed numbers for individual guest rooms and meals.

Questions / Concerns / Notes:

Advanced Training

For Advanced trainings, many of the above requirements still apply (noting increased capacity). Hotels and large retreat centers have proven to be the best venue for the Advanced trainings. Appropriate, affordable locations often book one to two years in advance, so please begin your search early.

- _____ Appropriate quiet and relaxed setting, conducive to SE® training. Also consider privacy needed for confidentiality of demonstrations and sessions.
- _____ Must be ADA compliant (See Non-discrimination Policy).
- _____ Near a major airport and close to affordable accommodations, restaurants and grocery stores.
- _____ **Meeting room size must be large enough for number of anticipated participants, assistants, staff and equipment. See below***
- _____ **Smaller "break out" rooms, approximately 150 to 200 square feet per triad See below***
- _____ Natural light availability in meeting room
- _____ Availability of adequate amount of tables and chairs
- _____ Adequate number of restrooms for large groups
- _____ Audio/visual equipment / hookup availability?
- _____ Ability to receive and store 40 massage tables
- _____ Catering availability
- _____ Cost

***Main room / ballroom:**

Advanced 1 and 2 – The room should allow for 20-30 square feet per participant. If a hotel states that their ballroom capacity is 100 people theatre-style, the room should be at least 2,000 – 3,000 square feet in order to comfortably hold participants, assistants, staff and equipment. Allow for additional space if personal session sign-in and refreshment tables are to be in the meeting room. If the meeting room is also the breakout space, it must be large enough that the noise level will not be disturbing to each triad.

***Break-out spaces:**

Advanced 1 - The minimum size for rooms should be 140 – 160 square feet per triad (when working with chairs). For a group of 100, that would begin at approx. 4,600 square feet (for example: one room at 2,000 square feet, two at 1,000 and one at 600, etc.). Please note that square shaped rooms provide more space for groups in the center of the room than do rectangular rooms.

Advanced 2 - The minimum size for rooms should be 170 – 200 square feet per triad (when working with massage tables). For a group of 100, that would begin at approx. 5,600 square feet (total square footage of breakout rooms should then equal 5,600 square feet).

Questions / Concerns / Notes: