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## MEET WITH CONFIDENCE CAPACITY CHART CALCULATOR - MAINSTREAM HOTELS

Square Footage per Person per Meeting Style			Classroom	Theater	U or Conference	
Current Benchmark (Pre COVID-19)			Unit: Sq Ft >	45	90	70
Physical Distancing Level 1			<<< Select a Physical Distancing Level			
			Level 1 = 1.5 per 6' / 2 per 8'; Rd of 6   Level 2 = 1 per 6'; Rd of 6			
			<<< Select your font type.			
			Arial applicable for all Brands; ITC Baskerville for InterContinental			
MEETING & FUNCTION SPACE			CAPACITY			
	Floor/Rm #	Unit (SF)	Classroom	Theater	U Shape or Conference	
			1.5 per 6'			
Empire Room	1st Floor	1889	17	8	11	







Reception	Banquet
70	50
of 4	
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Reception	Banquet
11	RD of 6 15

## DIRECTIONS:

Open two documents

- 1) IHG Meet with Confidence Capacity Chart Calculator worksheet
- 2) IHG Meet with Confidence Capacity Chart Word template for your Brand

## CAPACITY CHART CALCULATOR WORKSHEET

**Step #1:** If applicable, adjust the Current Benchmark (Row 3) for the Square Footage per Person per Meeting Style that's more appropriate for your hotel. Please note, the capacity chart based on wall to wall guidance and need not be exact. Seating capacities will vary by meeting room layout, design, and additional meeting room equipment ie. dance floor, stage, etc.

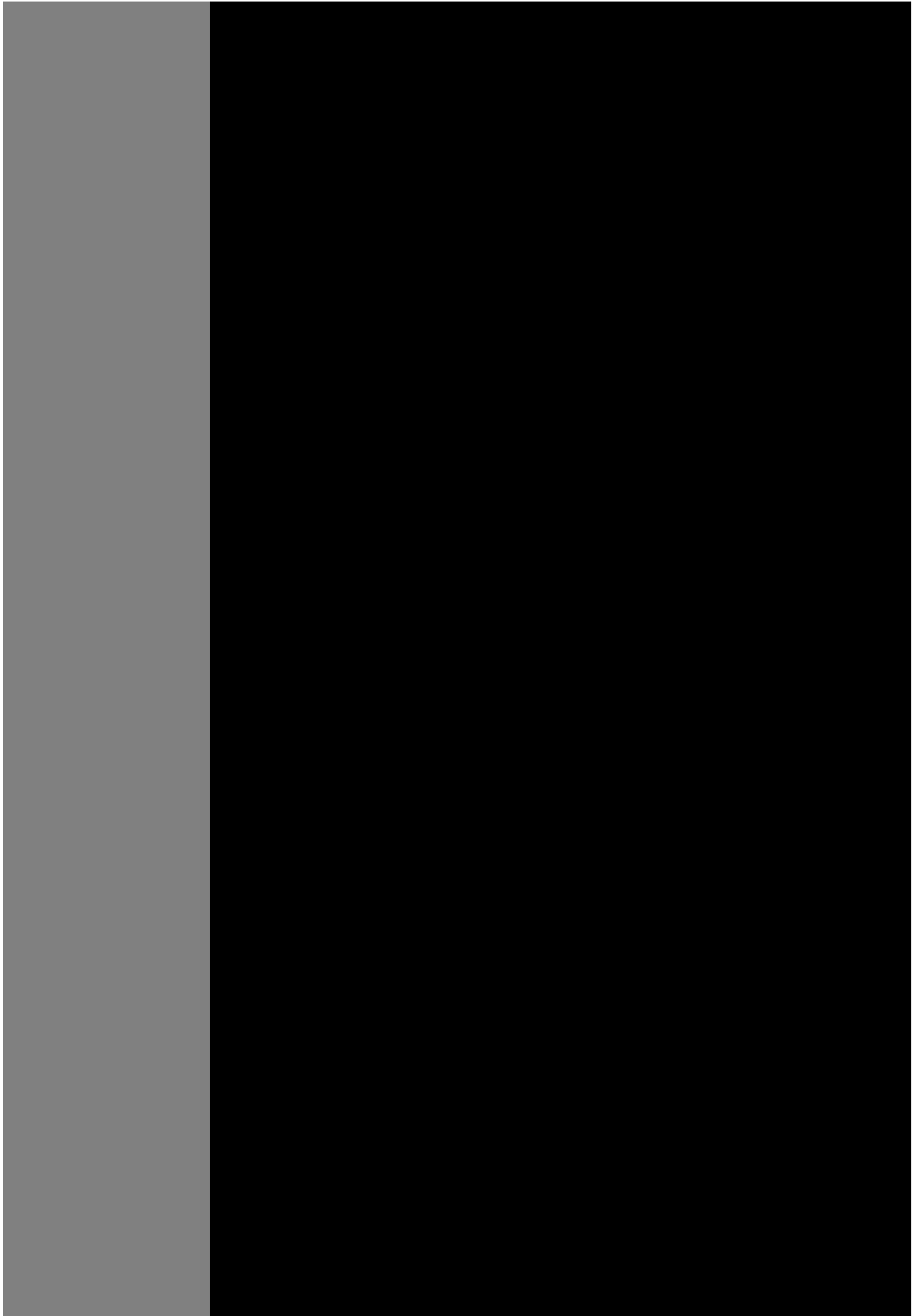
**Step #2:** Select a Physical Distancing Level, **Cell A11**

**Step #3:** Select a Font type, Arial or ITC Baskerville

**Step #4:** Update the Meeting Room Capacity chart

- **Cell A18 and below**, add the Meeting Room Names. Abbreviate the meeting room name or adjust the font size to ensure the meeting room name fits in one row

- **Cell B18 and below**, add the Floor or Rm #





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