



CONFERENCE SERVICES
AT
WASHTENAW COMMUNITY COLLEGE

ANSWERING YOUR CONFERENCE NEEDS



*A community college that is also your
community center for training, meetings,
conferences and special events.*



*“We have been holding our events at
WCC for many years and the facilities
and the staff have been wonderful.
We have had great cooperation
and service.”*

*Keith Peters, President & CEO,
Ypsilanti Chamber of Commerce*





WELCOME TO WASHTENAW COMMUNITY COLLEGE

Thank you for taking a look at the many options and services that The Office of Conference Services at Washtenaw Community College has to offer.

This brochure is literally the “Tip of the Iceberg” of the many different types of meeting spaces and services that WCC can provide. WCC is proud to be able offer their guests and clients some of the very best meeting space in the Ann Arbor-Ypsilanti area. With those meeting spaces comes a full array of support personnel from our Media Services Department to handle all of your audio-visual needs including pre-event consultations and on-site personnel to handle any last minute changes. We also have a great building staff that is very eager to lend a hand with decorations, and any usual or unusual set up designs. Not to mention our on-site catering partner which enjoys a reputation that many would envy.

But what stands us apart is the personalized, topnotch service you will receive from my office. We have a dedicated staff whose only purpose is to make sure your event goes just as you planned, or better. We also make it as easy as possible; one phone call is all it takes to get the ball rolling.

Our office would welcome the chance to discuss any of your event needs and provide a tour of our facilities!

Sincerely,

Patrick A. Downey, Manager
Office of Conference Services
Washtenaw Community College



ABOUT OUR SERVICES

Whether you are a professional meeting planner, an administrative assistant or the CEO, you want someone who will give you personal service and ensure that all your needs are met. We don't just rent space and provide some coffee. At Washtenaw Community College we have a dedicated, professional staff who will guide your event from the planning stages all the way through final clean up.

WHY CHOOSE WCC?

Flexibility in room size

We have rooms to provide space for small meetings of 10 to large gatherings 600 and a state-of-the-art theater that holds 480.

Barrier free facilities

All facilities at Washtenaw Community College meet the

requirements of the Americans with Disability Act (ADA). Braille

“Washtenaw’s auditorium is easily accessible to all our audience members.”

Michelle Trame Lanze, Company Manager, Wild Swan Theater



signage, wide hallways, and easy-access elevators and restrooms ensure that all your guests will feel welcome and comfortable.



An extensive selection of audio/visual equipment

We have the latest in presentation and learning technologies. From the simple easel to video conferencing satellite links, we are prepared to provide whatever equipment you may need all available with trained technical support personnel.

Some examples of our equipment:

VCRs, camcorders, video projection unit, teleconference downlink

Data projectors for Power Point presentations

Slide, filmstrip, and 16mm projectors

Public address systems, microphones, cassette and CD players

Interactive Television (iTV)





CATERING SERVICES

Either plain or fancy, whatever your food needs may be we'll get that all arranged to your satisfaction. Please see menu selections in the back of the brochure.





FACILITIES

We can provide rentable space in nearly each of our seven classroom buildings. And our grounds can also accommodate picnics and performances. Listed below are some of our more popular facilities.

Morris Lawrence Building (auditorium, glass domed atrium lobby, single/double/quad/full seminar rooms,)

Liberal Arts Building (classrooms, lecture halls, small theater)

Student Center Building (Boardroom)

Technical and Industrial Building

Community Park (perfect for picnics or events under tents)

Business Education Building (iTv)

Gunder Myran Building (high speed Internet access)

Towsley Auditorium

With the same flexibility that we've designed into all of the facilities offered through Conference Services, our newly remodeled auditorium comes complete with rehearsal space, green rooms and dressing rooms and is sophisticated enough to allow presentations ranging from lectures to concerts. The acoustics are excellent and the built-in lighting grid makes a variety of staging setups possible and simple to achieve.

Plenty of free parking

It may seem like a small point to emphasize, but the availability of free parking just steps away from your meeting or event site is a real advantage at WCC. There are large lots outside all the College's classroom buildings, all with appropriate handicap accessibility.





PERSONAL SERVICE

While our facilities are outstanding, it's our attention to personal service and detail that makes Conference Services at Washtenaw Community College second to none. And our competitive, bottom-line pricing makes doing business with us easy and surprise-free.

We've hosted everything from national training conferences to local clubs meetings; science fairs to awards ceremonies; job fairs to concerts and gala fundraising benefits. We recognize that special organizations have special needs. We've met them, and we've exceeded expectations again and again.

“We have come to think of WCC's staff as true members of the Spring to Life benefit committee, continually committed to making our benefit as successful as possible. It is with pleasure that we highly recommend the WCC staff and facilities.”

*Janet P. Roth
U-M Comprehensive Cancer Center
Development Officer*





BUSINESS AND INDUSTRY TRAINING

The Washtenaw Community College Business and Industry Services is a community training center that assists local employers in the newest staff development techniques. The Center conducts custom-designed employee training,

business training seminars and conferences, and licensing and certification programs. We have state of the art computer labs available for staff training courses. For more information call 734-677-5008 or visit our Web site at www.wccnet.edu/business_services.

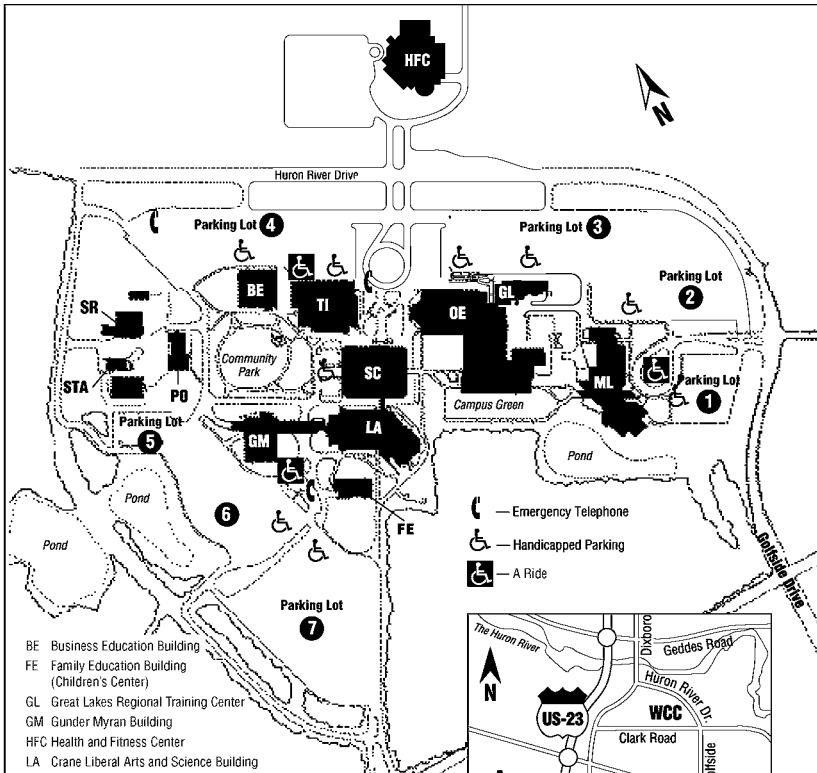
“WCC has done whatever we’ve asked of them.”

Robin Sole, Assistant to the President/CEO, St. Joseph Mercy Hospital



CONVENIENT LOCATION

The College is conveniently located midway between the two biggest cities in Washtenaw County—Ann Arbor and Ypsilanti—and close to M-14, US-23, and I-94. Here's how to reach us:



From M-14 and points north: Take US-23 south to the Geddes Road exit. Turn left, then right at Dixboro Road. Follow Dixboro south and turn left at Huron River Drive. The College will be on your right.

From I-94 and points south: Take US-23 north to the Washtenaw Avenue exit (37-A) toward Ypsilanti. Turn right and follow Washtenaw to Golfside Drive; turn left and cross over Clark Road. At this point, Golfside becomes Huron River Drive. The College will be on your left.



FACILITIES

Morris Lawrence Building

	Capacity	Rates	
		Half Day	Full Day
Community Conference Room	16	\$85	\$150
Single Seminar Room		\$85	\$150
Classroom Style*	30		
Auditorium Style**	50		
Rounds	40		
Double Seminar Room		\$150	\$250
Classroom Style	60		
Auditorium Style	100		
Rounds	80		
Quad Seminar Room		\$250	\$450
Classroom Style	120		
Auditorium Style	240		
Rounds	180		
Full Seminar Room		\$400	\$650
Classroom Style	200		
Auditorium Style	400		
Rounds	320		
Atrium Lobby	300	\$450	\$600
Auditorium	480	\$450	\$600

**Classroom style set-up includes tables and chairs.*

***Auditorium style set-up includes chairs only.*





FACILITIES

Liberal Arts Building Capacity

	Capacity	Rates	
		Per Hour	Per Day
Classroom	30	\$15	\$100
Lecture Hall I	80	\$30	\$175
Lecture Hall II	178	\$30	\$175
Lecture Hall III	101	\$30	\$175

Student Center Building

	Capacity	Rates	
		Per Hour	Per Day
Boardroom	40	\$25	

**Auditorium style set-up includes chairs only.*

Athletic Fields

	Rates	
	Per Hour	
Soccer	\$50	
Baseball	\$50	
Softball	\$50	

Other

	Rates	
	Per ½ Day	Per Day
Campus Green		\$500
Community Park		\$500
Community Meeting Room	\$150	\$250





AUDIO/VISUAL EQUIPMENT

Rates

Audio Equipment

Handheld Microphone	\$25
Wireless Microphone	\$50
Audio Cassette Player	\$25
Compact Disc/Cassette Player	\$25
Portable Public Address System <i>(25-watt system, 1 microphone, stand)</i>	\$35

Video Equipment

VCR with Monitor	\$30
VCR with Monitor	\$35
Video Projection Unit	\$50
Camcorder with Tripod	\$75

Projectors

Overhead Projector	\$25
Filmstrip/Carousel Slide Projector	\$15
Data Projector	\$50
Computer and Projector	\$100

Terms and Conditions

- 1. Requests for audio/visual equipment and services must be made at the time of booking to guarantee availability.*
- 2. Rates do not include the services of audio/visual technicians. Technical help is available at an hourly rate of \$25 per hour.*





Washtenaw
Community College

Conference Services

4800 East Huron River Drive
Ann Arbor, Michigan 48105-4800