Kent State University Football
2022 Home Game Hotel Specs

- Team needs 40 doubles, 10 kings, and 3 Suites – all rooms MUST BE non-smoking rooms!
  - Team is requesting 3 Suites Complimentary.
  - Team will have Meals on Property. Menus are provided in the Hotel Guidelines.

- Team will require (4) Four Meeting Rooms that **MUST** be available for the duration of their stay (Check-in to Check-out). Meeting Rooms must be blocked together.

**Meeting Space:**
Banquet/Meal Room: 17 Rounds of 8 with space for 2 double-sided buffets, separate table for dessert/juices, separate table for Coaches Coffee Station

  Team/Offense: set for 100 people theatre-style
  Defense: set for 50 people theatre-style
  Taping/Treatment Room - See set-up requirement in Packet/Guidelines

- AV Equipment: Team will require: 2 White Projection Screens, 2 Whiteboards with Dry Erase Markers (black/blue or red) Water stations in Meeting Rooms.

- All room and tax charges are to be on a master account. The University will submit Rooming Lists the Week of Arrival. This is standard for ALL football teams.
  - University pays by Direct Bill.
  - All Deposits Must be Waived. Rooms and Food are on the Master Account.
  - Please quote your absolute lowest rate available. Rates should be commissionable and **CANNOT** be inflated due to commission.

**Late Checkouts at no charge are imperative to Football Teams. This request is non-negotiable and will be a deal breaker for the team if the hotel cannot provide.**
KENT STATE ATHLETICS DEPARTMENT CONTACTS

Director of Athletics: Randale Richmond
Contact Number: 330-554-9206

Senior Deputy Athletics Director: Greg Glaus
Contact Number: 330-687-1040

Director of Football Operations: Jake Olson
Contact Number: 815-355-9733

Sports Medicine: Alan Wallace
Contact Number: 412-638-7071

Head Strength & Conditioning Coach: Jeff Sobol
Contact Number: 314-964-0811

Any Questions Regarding Team Travel Arrangements for Kent State University
Please Direct to:
Jake Olson
Director of Football Operations
Email: jolson18@kent.edu
815-355-9733

Beginning Notes:
• All room and tax charges are to be on a master account (except those written as “Self-Pay).
• The University will submit rooming lists the week of arrival.
• University needs to pay by direct bill (Upon Consent by Jake Olson with Direct Bill).
  o Please direct all payment concerns to Jake Olson (Information Above).
  o All deposits should be waived. Rooms and food are on the master account except room service.
  o No one is to get room service unless they are a Coach/Support Staff member.
    ▪ All room service is to be purchased by Coach or Support Staff member.
  o Student-Athletes are to get permission prior to ordering room service.
• Please quote your absolute lowest rate available.
  o Rates should be commissionable and cannot be inflated due to commission.
• Late Checkouts at no charge are imperative to Football Teams. Please add to contract that our team has a late check-out available if it is necessary depending on time of game.
• With everything we do, we need the utmost quiet from hotel staff. Please refrain from talking to one another unless staff is located in the back of the banquet area and please turn cell phones off.
**Rooming Information**

The Kent State University Football program will travel with approximately 90-110 people. We will need, roughly, 50 rooms. These spaces should include three complimentary Suites, 10 King rooms, and 40 Double/Double rooms. The designation of the Suites will be directed by Jake Olson (Director of Football Operations).

Prior to sending the first rooming list, please send Jake Olson a diagram of all rooms (jolson18@kent.edu) in order to make appropriate arrangements for all guest comfort.

The Overall Travel Party will be determined, early, the week of arrival; however, keep in mind that there will be changes. When it comes to the rooming list, be sure to look it over after each adjustment has been sent by Jake Olson. I will prepare the rooming list and match the travel party to the room numbers you have provided or will work with Hotel Representative to position people in areas necessary for all guests’ comfort.

Player Rooms shall not have access to television movie rental or the ability to dial outside of the hotel.

It is permissible for anyone in the travel party to have internet access as long as there is no charge to the user.

Please provide WIFI information on all key packets.

**Room Security**

Under no circumstances should a copy of our rooming list be given to anyone unless given authorization by Jake Olson.

Kent State players may not receive phone calls. Messages should be taken in the event the hotel receives a call for a player. In the event of an emergency, all calls should be forwarded to Jake Olson (815-355-9733). Coaches and staff phones should remain at full access for the duration of the team stay unless specific instructions are given. Instructions will be given the week of the team’s stay regarding wake-up calls.

Any and all rooms can be cleaned according to hotel guidelines unless directed not to do so by occupant.

**Check-In Procedures and Check Lists**

1) The travel party will arrive the date prior to the game, roughly around 5:30pm.
   a. Advance personnel will provide an itinerary within five days of date of game.
   b. Please have a separate check-in area, with four tables available, upon team arrival away from the normal guest registration area.
   c. Please have this area set up and ready at least two hours prior to our expected arrival in case we arrive early.
2) Please have someone on hand with Jake Olson in case there are any late room changes or problems.
3) Please have someone on each player floor with a master key to expedite any key malfunctions.
4) Please have these key packets ready prior to scheduled arrival of our team (5:30pm).
   a. Please have four separate tables ready in an area away from the front lobby for room key distribution.
   b. Jake Olson will serve as advance personnel and will have signs available for how to set up the key packets.
   c. Please have WIFI access information inside of key packets.
5) Please have rooming lists with all room numbers available for advance personnel (Jake Olson).

6) Under no circumstances should a copy of our rooming list be given to anyone unless authorized by Jake Olson.

7) Please have a pre-arranged, designated entrance to the hotel for our buses.

8) Please have approach to the hotel and entrance clear of cars so our buses can pull in with ease.
Meeting Room Set-Up

Our Travel Party will require meeting spaces for the following units:
All rooms have diagrams featured on the following pages.

- One Banquet Room for Meals
  Consists of:
  - 17 round tables with eight chairs at each
  - Two double-sided buffets
  - Separate table for dessert/breakfast juices
  - Separate table for Coaches coffee station

- One Meeting Room for Team/Offense/Special Teams
  Consists of:
  - 100 chairs theatre style, evenly spaced; both sides match w/equal amount of chairs
  - Projector screen in front of room
  - Dry erase white board in front of room w/two colors dry erase markers (black/blue/or red)
  - Separate table in back of room for water (plastic cups & water container w/water)

- One Meeting Room for Defense
  Consists of:
  - 50 chairs theatre style, evenly spaced; both sides match w/equal amount of chairs
  - Projector screen in front of room
  - Dry erase white board in front of room w/two colors dry erase markers (black/blue/or red)
  - Separate table in back of room for water (plastic cups & water container w/water)

- One Meeting Space for Treatments
  Consists of:
  - Six larger conference tables; sturdy enough for a 300lb individual to sit on
  - One pillow at end of each table
  - Three medium to large trash cans
  - Down comforters with sheets over top for added comfort on tables
  - 20 total chairs in the room
  - Separate table in back of room for water (plastic cups & water container w/water)
General Guidelines

The guidelines listed below are for all meals:

- Our mealtimes are focused, quiet occasions. There should be no unnecessary exchange of conversation.
- Please be mindful when bussing tables.
- Please check all diagrams for meal space/meeting space set-up. Please re-set each room upon our exit each day.
- Please be mindful of pre-sets for meals.
- Please set temperature in banquet spaces to 67-69 degrees depending on the weather in the area.
Two Sided Buffet (Food)

Ice Cream/Breakfast Juices

Coaches Coffee Station
Team Room/Offense/Special Teams/
Set Up for 100 Theatre

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Projector Table

Water for Athletes
Defense
Set Up for 50 Theatre

VIDEO SCREEN

White Board

Projector Table

Water for Athletes
Treatment/Training Room

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Treatment/Training Room Needs

Please make sure to have the following items available in the treatment room throughout the duration of our stay.

Six – Treatment Tables – The tables should be extremely solid and have a locking mechanism for the legs. They will be used to support over 300lbs at times and thus they should be extremely sturdy. In addition, the tables should be covered with the necessary padding for comfort. Please lay down a comforter over the tables, then put linens over the top of each.

Six – Pillows – Please place one pillow at every treatment table. Please replace any and all sheets

30 pounds of ice with two scoops – Please replenish ice when necessary. Either Jake Olson or Ryan Deane/Alex Walker will direct hotel staff as to when the treatment room will be open and when to make sure we have ice in the space.

40 Towels (Bath Size) (Replenished Daily If Necessary)

3 Large Trash Receptacles

20 Chairs

Treatment Sign Outside Room
Kent State Football Meal Menus

Special Instructions:

- Please make sure you have plenty of food and that you are prepared to refill items as quickly as possible.
- Each meal served will have a minimum guarantee of 80 people.
- Please set the meal space according to the above diagram.
- Each meal will be served on two double sided buffets.
- Please make sure that food is labeled accordingly.
- Meals are informal in nature but still focused occasions; please keep noise level down.
- **Pre-Game meal is the most focused occasion; be especially cognizant of noise level all-around.**
- Always turn off convention room lobby music.
Day Before Game
Dinner
Guarantee 80

Special Instructions:
- This meal will be served at 5:50pm.
- Please have food set 20 minutes prior to the time listed.
- Please see diagram for exact room layout specifications.
- Please make sure food is labeled accordingly.
- The food is to be served on two large double-sided buffets (four lines total).
- Players will come in all at once.
- This is a formal setting. Please be mindful of keeping noise level low.
- Please make sure you have plenty of food and are prepared to replenish quickly.

Preset Items:
- Two empty glasses at each setting
- Bucket of Ice
- Two Pitchers of Gatorade
- Two Pitchers of Water
- Ketchup, A1 Steak Sauce, Frank’s or Louisiana Hot Sauce and Heinz 57 Sauce.
- Salt and Pepper
- Packets of Butter
- Silverware (Fork, Knife, Spoon) and Dinner Napkin

Side Table (Coaches Beverage)
- Coffee (Regular Only)
- Assorted Sugars/Individual Creamer Packets
- 16oz Styrofoam Cups

MENU:
Salad:
- Lettuce
- Tomatoes (Roma)
- Cucumbers
- Croutons
- Assorted Dressings:
  - Ranch (Highly Consumed)
  - Italian
  - Blue Cheese

Fruit:
- Whole Fruit
  - Bananas
  - Oranges
  - Apples
- Sliced Fruit
  - Cantaloupe
  - Pineapple
  - Honey Dew Melon
Entrees:
- Grilled, Skinless, Boneless Chicken Breasts (Marinated in Italian Dressing the Night Before)
- Sirloin Steak (Well Done)
- Meat Lasagna
- Spaghetti Pasta (Please Prepare ½ Pound Per Person)
  - Meat Marinara Sauce
  - Meatless Marinara Sauce
  - Alfredo Sauce
- Mashed Potatoes with Butter
- Broccoli
- Whole Kernel Corn
- Dinner Rolls
- Bowl of Ranch at End of Buffet
- Parmesan Cheese at End of Buffet
- Individual Cartons of 2% and Skim Milk

Dessert:
- Set on a separate table per diagram
- Please serve dessert in sundae boats or cereal bowls
- Please have plastic spoons
- Sundae Bar to Include:
  - Vanilla Ice Cream
- Toppings for Ice Cream to Include
  - Nuts
  - Strawberry Topping
  - Crushed Oreo’s (Highly Consumed)
  - Sprinkles (Highly Consumed)
  - Chocolate Sauce
  - Caramel Sauce
- Dessert is heavily consumed; please have plenty of ice cream and toppings
Day Before Game
Snack
Will also duplicate for Day of Game Lunch for 6:00pm or later game time
Guarantee 80

Special Instructions:
- This meal will be served at 8:35pm.
- Please have food set 30 minutes prior to time listed.
- Please see diagram for exact room layout specifications.
- Please make sure food is labeled accordingly.
- The food is to be served on two large double-sided buffets (four lines total).
- Players will come in all at once.
- This is an informal setting, but please be mindful of limited noise.
- **Please make sure you have plenty of food and are prepared to replenish quickly.**
- This is not a sit-down function. Please only re-set the meal room, after dinner, with just linens.
- The people eating will grab this food and go to their rooms to eat.

Presets:
Please place these items at the beginning of the buffet lines.
- To-Go Boxes
- To-Go Silverware w/Napkins
- Toasters (4 Preferably)
- Hot Sauce

MENU:
Breads
- White Bread
- Wheat Bread
- Hoagie Rolls

Meats (Heavy Consumption)
- Turkey
- Ham
- Grilled Chicken
- Pre-Made Peanut Butter & Jelly Sandwiches

Accessories
- Lettuce
- Tomato
- Pickles
- Onions
- White American Cheese
- Cheddar Cheese

Condiments
- * Individual Packets of Mayonnaise
- * Individual Packets of Ketchup
- * Individual Packets of Mustard

Chips
- * Individual Bags of Oven Baked Lays Potato Chips
- * Individual Bags of Pretzels
- * Individual Bags of Cool Ranch & Nacho Cheese Doritos

Whole Fruit
- Oranges
- Bananas
- Apples

(Heavily Consumed)
- Cookies
- * Chocolate Chip & Peanut Butter (Heavily Consumed)
Drinks
- Please ice down Bottles of Gatorade and Water that will be provided to you by our Athletic Training Staff
  - These are heavily consumed, please be prepared to refill.

Coffee
- 16oz Styrofoam Cups
- Regular Only
- Assorted Sugars
- Individual Packets of Creamer
Game Day
Breakfast (if 2:30pm or later game time)
Pre-Game Meal (if 2:00pm or earlier game time)
Guarantee 100

Special Instructions:
- This meal will be served at (TBD).
- Please have food set 20 minutes prior to time listed.
- Please see diagram for exact room layout specifications.
- Please make sure food is labeled accordingly.
- The food is to be served on two large double-sided buffets (four lines total).
- Players will come in all at once.
- This is an informal setting, but please be mindful of limited noise.
- **Please make sure you have plenty of food and are prepared to replenish quickly.**

Preset Items:
- Two empty glasses at each setting
- Bucket of Ice
- Two Pitchers of Gatorade
- Two Pitchers of Water
- Ketchup, A1 Steak Sauce, Texas Pete or Louisiana Hot Sauce and Heinz 57 Sauce.
- Salt and Pepper
- Packets of Butter
- Silverware (Fork, Knife, Spoon) and Dinner Napkin

Side Table:
- Four Pitchers of Orange Juice Coaches Beverage
- Four Pitchers of Apple Juice Coffee (Regular Only)
- Four Pitchers of Grape Juice Assorted Sugars/ Individual Creamer Packets
  - Replenish If/When Necessary 16oz Styrofoam Cups

MENU:
Whole Fruit
- Oranges
- Bananas
- Apples

Sliced Fruit
- Cantaloupe
- Honey Dew Melon
- Pineapple

Entrees
- Real Fresh Scrambled Eggs
- Hash Browns
- Bacon
- Turkey Sausage (Patties)
- Grilled, Skinless, Boneless Chicken Breasts (Marinated in Italian Dressing the Night Before)
  - Only on the menu if this is pre-game meal with a 2:00pm or earlier kick
- Regular Oatmeal
- Individual Bottles of Regular Milk
On a Separate Table

Please have three toasters available

- Fresh Bagels (White/Wheat/Blueberry/Cinnamon Raisin)
- Toast
- Assorted mini muffins
- Individual Honey Packets
- Individual Packets of Cream Cheese
- Individual Assorted Jelly Packets
  - Strawberry
  - Grape
  - Blackberry
**Game Day**

**Pre-Game Meal**

(2:30pm kick or Later)

**Guarantee 100**

**Special Instructions:**
- This meal will be served at (TBD).
- Please have food set 20 minutes prior to time listed.
- Please see diagram for exact room layout specifications.
- Please make sure food is labeled accordingly.
- The food is to be served on two large double-sided buffets (four lines total).
- Players will come in all at once.
- This is a formal setting. Please be mindful of keeping noise level low.
- **Please make sure you have plenty of food and are prepared to replenish quickly.**

**Preset Items:**
- Two empty glasses at each setting
- Bucket of Ice
- Two Pitchers of Gatorade
- Two Pitchers of Water
- Ketchup, A1 Steak Sauce, Texas Pete or Louisiana Hot Sauce and Heinz 57 Sauce.
- Salt and Pepper
- Packets of Butter
- Silverware (Fork, Knife, Spoon) and Dinner Napkin

**Side Table:**
- Coaches Beverage
- Coffee (Regular Only)
- Assorted Sugars/Individual Packets of Creamer
- 16oz Styrofoam Cups

**MENU:**

**Salad:**
- Lettuce
- Tomatoes (Roma)
- Cucumbers
- Croutons
- Assorted Dressings:
  - Ranch (Highly Consumed)
  - Vinaigrette
  - Blue Cheese

**Whole Fruit**
- Bananas
- Oranges
- Apples

**Sliced Fruit**
- Cantaloupe
- Honey Dew Melon
- Pineapple
Entrees

- Whole Kernel Corn
- Green Beans
- Mashed Potatoes with Butter
- Spaghetti Pasta (1/2 Pound Per Person)
  - Meatless Marinara Sauce
  - Meat Marinara Sauce
  - Alfredo Sauce
- Grilled, Skinless, Boneless Chicken Breasts (Marinated in Italian Dressing the Night Before)
- Meat Lasagna
- Parmesan Cheese
- Dinner Rolls
- Bowl of Ranch Dressing at End of Buffet
Checkout and Billing

The arrival and departure date of each member of the traveling party will be listed on the rooming list provided by Kent State. Generally speaking, the traveling party will checkout three hours prior to kick-off. The time will be updated by Jake Olson and given to your representatives. Please keep in mind that there will be Coaches and Administrators who will stay the night of the game. We ask that you make sure they are cleaned and prepared for their return from Post-Game Festivities.

Kent State will not be accountable for any changes to the rooms other than the room rate. All chargeable services to Player rooms should be turned off including:

**Phones:** No outgoing phone calls from player rooms are allowed whether local or long distance. Room to room phone calls are acceptable and can be made by players and staff. Please have this service available for the duration of our stay.

**Pay-Per-View:** Please turn off all pay-per-view options in player rooms. Under no circumstances should a player be allowed to order these services.

**Room Service:** No room service should be allowed for players. Coaches must put down a credit card for any charges.

Please Direct All Billing Inquiries to:
Jake Olson
Director of Football Operations
815-355-9733
jolson18@kent.edu
1025 Risman Drive
Kent, OH 44240

We need our billing documents to include the following:
- Folios for each room (Not each person)
- Invoice of all rooms charges (including tax)
- Invoice of all banquet charges (detailed folios for each meal)
- Invoice of any miscellaneous charges
- Lastly, an invoice of all charges

Please give an updated overall rooming folio to Jake Olson at the end of each day.
Reminders

All Meeting and Dining Rooms:
Make sure the room temperatures are set to 67-69* unless otherwise informed by Jake Olson to adjust. Please turn all hallway or meeting room music off, throughout the duration of our stay.

Please have all meeting spaces available and set up by 4:30pm the day of arrival.

Meals:
All meals should be ready at least 20 minutes before serving time. Jake Olson will sign off on each meal after the completion of the meal. Again, regardless of the meal being formal or informal, please keep staff noise level down.

Sleeping Rooms:
Please make sure that all players’ rooms have two double beds in them. The phones in the players’ rooms should be shut off to any incoming or outgoing calls; only room to room should be allowed. No players’ rooms should receive a phone call no matter what the emergency might be. Please send all phone calls to players to Jake Olson. There should be no Pay-Per-View, mini-bar, or room service allowed for players’ rooms.

**If you have any questions at all, during our stay, please direct them to Jake Olson.