



## Meeting Planner Handbook



LAKE TAHOE  
RESORT HOTEL  
PREMIER HOTEL COLLECTION

[TahoeResortHotel.com](http://TahoeResortHotel.com)

# HELLO, MY NAME IS STEVE.

I'm the director of sales and marketing for **Lake Tahoe Resort Hotel**, recently named **Best of the West by Meetings Today**. While we know that our blend of friendly professionalism, competitive pricing, tangible value, exceptional meeting spaces and cutting edge AV tech all figure in to this distinction, we like to think our unique approach, attention to detail and world-class location play a big role in the big difference we make in meetings every single day.

Things like our Zero Waste commitment, award-winning catering services, onsite amenities and offsite excitement are what make meetings here almost as brilliant as you!

We hope you'll find this presentation helpful in answering many of the questions you might have, but, as always, we welcome (and hope!) to hear from you with any additional questions you have about us, our services, amenities and offerings.

Here's to your next beautiful, brilliant, flawless meeting at Lake Tahoe Resort Hotel.

Sincerely,

A stylized, handwritten signature in white ink, likely belonging to Steve, the director of sales and marketing for Lake Tahoe Resort Hotel. The signature is fluid and cursive, with a large initial 'S'.



## SUITES & AMENITIES



Lake Tahoe Resort Hotel is the area's only all-suite resort, with suites ranging from standard and premium to patio, balcony and family suites. Regardless of the size, each suite affords guests both the spaciousness to spread out and the privacy to unwind should they decide to bring family along.





## SAY HELLO TO COMFORT

With several suite types to choose from, guests will find they can set up, settle in and spread out with ease in any of our gorgeous and convenient suites.

## AMENITIES

Each suite features a host of unexpected amenities:

- Full breakfast in the atrium each morning
- Stylish mountain-decor furnishings accented with warm jewel-toned fabrics throughout
- Living room with large flat screen TV, sofa bed (suitable for young children), upholstered armchairs, and a well-lit dining/work table area
- Kitchenette area with a wet bar, small refrigerator, microwave oven, sink and coffee maker
- Bedroom with one king or two queen beds, second TV, and vanity sink
- Bathroom with marble vanity and a tub/shower—stocked with soap, shampoo, plush towels, and a hairdryer
- High-speed internet

For more details and room photos, [click here](#).







## PLACES & SPACES



We know that just-right places and spaces are critical to the success of your event. That's why, with the amenities of a resort and the conference space and technology of a convention center, our Lake Tahoe meeting facilities have exactly what you need. Our 10,000 sq. ft. of flexible meeting space creates the perfect setting for your group of 10 - 500.



Whether you're talking *room for ten* or *room for five-hundred*, we have the places and spaces you need to make your event a gorgeous success.



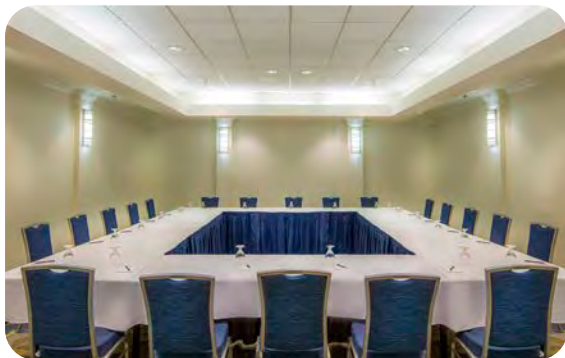
## QUEEN OF THE LAKE BALLROOM

With its classical ballroom elegance and touch of modern panache, the Queen of the Lake Ballroom is the ideal venue for hosting large groups. This space accommodates up to 500 in reception-style seating.

The ballroom can also be divided into four rooms as needed for larger breakouts, receptions and smaller events. The S.S. Stanford, S.S. Emerald, S.S. Blaisdel and S.S. Nevada meeting rooms are gracefully modern spaces that each boast nearly 1,000 square feet of breathing room and can easily accommodate up to 110 reception guests and up to 36 in conference-style seating.

## INDOOR AND OUTDOOR SPACE

The S.S. Tallac room offers large windows, plenty of natural light, and patio access for a breath of fresh air. With a full bar and event flexibility, the 1,900 square foot room comfortably seats 70 to 200 guests.





## FOUR SMALL BOARDROOMS

For retreats, board meetings and more intimate events, we offer the S.S. Flying Cloud, S.S. Niagara, S.S. Mamie and S.S. Meteor meeting rooms. Ranging in size from about 400 to 900 square feet, these comfortable, stylish spaces can accommodate up to 70 guests.

## ECHO PRIVATE DINING

Small group lunches and dinners, board meetings and more intimate conferences and meetings are the perfect fit for our two private dining areas. Located in the Echo Restaurant, each stylish venue is gorgeously appointed and generously arranged, accommodating up to 50 guests.

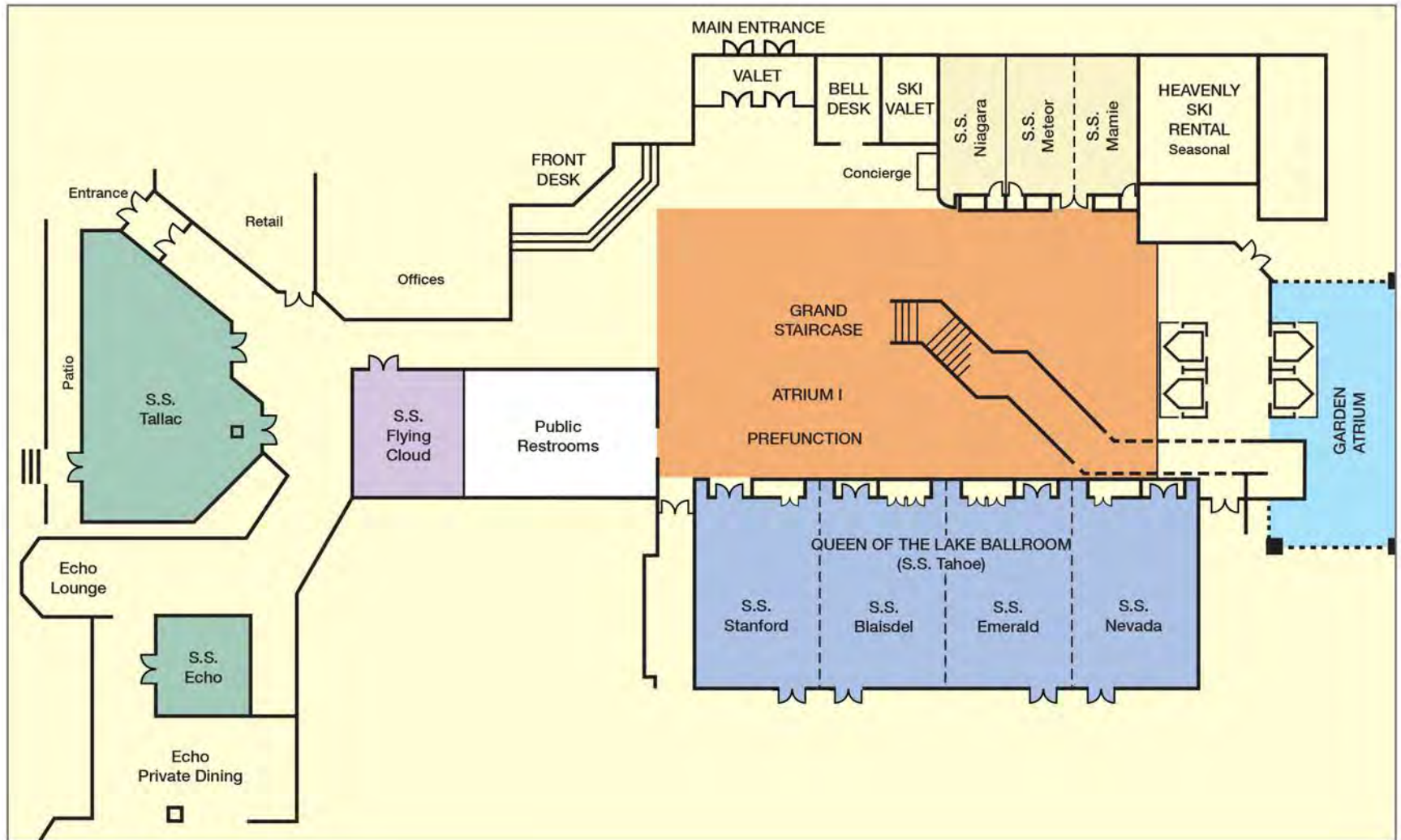
## GARDEN ATRIUMS

Expansive skylights illuminate this indoor venue, featuring a sprawling staircase and grand fireplace surrounded by lush gardens—allowing you to bring the outside in regardless of the season. The Garden Atriums are perfect for registration, coffee breaks, happy hour, networking, buffet lunches, receptions and anything else you can imagine.



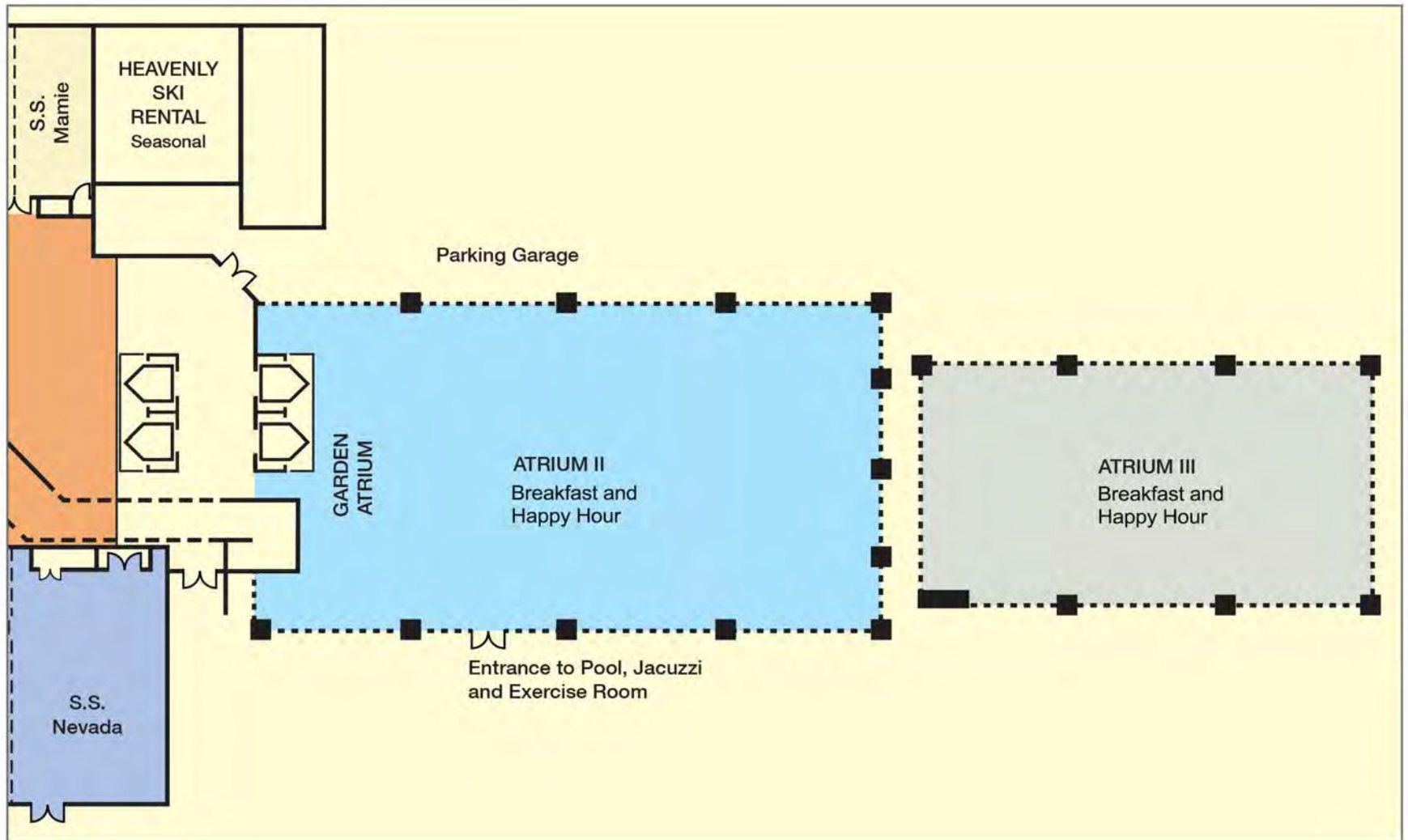


# FLOORPLANS





# FLOORPLANS





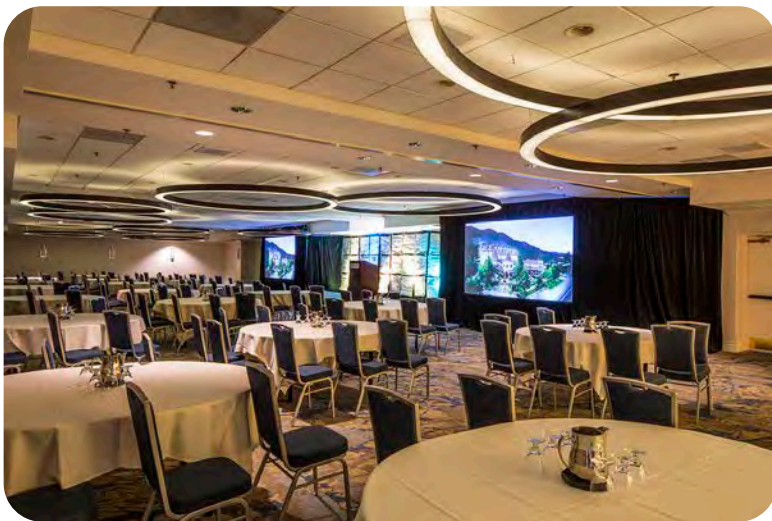
# MEETING ROOM SPECS

ROOM	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	RECEPTION	BANQUET	THEATER	CLASSROOM	U-SHAPE	CONFERENCE	HOLLOW SQUARE
QUEEN OF THE LAKE BALLROOM	4,212	108'X39'	10'	500	300	400	225	—	—	—
S.S. STANDFORD	1,053	27'X39'	10'	110	70	85	55	40	36	46
S.S. BLAISDEL	1,053	27'X39'	10'	110	70	85	55	40	36	46
S.S. EMERALD	1,053	27'X39'	10'	110	70	85	55	40	36	46
S.S. NEVADA	1,053	27'X39'	10'	110	70	85	55	40	36	46
S.S. TALLAC	1,900	—	—	200	120	140	70	40	36	46
S.S. FLYING CLOUD	594	22'X27'	10'	62	40	60	30	26	22	30
S.S. NIAGARA	372	12'X31'	10'	20	25	50	—	—	22	18
S.S. MAMIE & S.S. METEOR	830	28'X31'	10'	70	50	70	36	30	40	36
S.S. METEOR	415	14'X31'	10'	20	20	50	—	—	20	18
S.S. MAMIE	415	14'X31'	10'	20	20	50	—	—	20	18
S.S. ECHO	425	18'X23'	10'	40	30	50	—	20	20	24
GARDEN ATRIUM I	—	—	—	100	60	—	—	—	—	—
GARDEN ATRIUM II	—	—	—	220	100	—	—	—	—	—
GARDEN ATRIUM III	—	—	—	120	60	—	—	—	—	—





Creating inspiring experiences requires unmatched resources. And thanks to our partner, PSAV, the leading provider of audiovisual and technology support to hotels worldwide, we deliver just that.



## AUDIO VISUAL

From rigging to sound engineering, results-driven event services are at the heart of what we do. Together with our partner, PSAV, we'll design and execute a truly successful experience that transforms your vision into reality. For meeting planners, we provide expertise, unparalleled customer service and a comprehensive range of services, including thematic content creation and management, production, staging, audiovisual, mobile apps and pretty much any other digital services you can imagine.

## CREATIVE & PRODUCTION TEAMS

PSAV's approach utilizes a proprietary process that blends classic agency brainstorming with event-experience design. The result is an actionable strategy with a content roadmap and environmental design aligned with your goals.

Our industry-specialized and award-winning media production teams develop both passive and interactive content for standard and custom screen formats that maximize impact and retention. Deliverables include content packages and environmental plans for event execution.

Our industry-awarded show management team of producers, presentation coaches, stage managers and rigging experts combine decades of experience with innovative design and technology. We're your single resource for strategy development, content creation and show execution, ensuring a safe, seamless experience for you, your presenters and audience.

## INTERNET

Now more than ever, an event's success depends on optimal internet bandwidth. Whether it's presenters polling an audience in real time or live streaming a presentation, our Internet and Network Services team will ensure a seamless internet experience for you and your guests.

From keynote speeches with video presentations to attendees' event app access and VIPs' access to email, your event effectiveness hinges on internet connectivity. With PSAV, you're partnering with a team of network services specialists to ensure a seamless internet experience for all.

**For more detailed information on our AV Tech capabilities, [click here](#).**



# CATERING



Our experienced culinary team specializes in California casual cuisine and has what it takes to create the perfect banquet menu. Since 1991, Lake Tahoe Resort Hotel catering has played an integral role in making us a premier meeting destination for groups of all sizes. Our meeting facilities, specially-trained staff, dedication to eco-friendly green meetings and, of course, culinary art, are what set us apart.



## CATERING

At Lake Tahoe Resort Hotel, we understand the importance of dining to the overall success of your meeting experience. That's why hot breakfast is included for every guest. It's also why our team of specialists work tirelessly to ensure every detail of your team's culinary adventure is on point, on time and off-the-charts amazing.

[DOWNLOAD MENU](#)





## TO DO & SEE



Located just one-half mile from North America's largest alpine lake, Lake Tahoe's only all-suite resort is steps from casino thrills, The Gondola at Heavenly Ski Resort, shopping and world-renowned recreation in every season. Whether skiing and boarding, hiking and biking or thrilling shows and entertainment fit your fancy, you and your team will find the fun you're looking for just steps from Lake Tahoe Resort Hotel.



Whether they've been to Lake Tahoe once or visited 100 times, the one word that always escapes from our visitors' lips is "Wow...." Because, simply put, Lake Tahoe is wow in so many ways:

- Stunning natural surroundings breathe life into fresh ideas and creative problem-solving
- Convenient fly and drive accessibility lowers stress
- Teams stay together because everything is within walking distance
- Lots of sunshine means fewer grumbles and more smiles
- With so much to do both onsite and nearby, bringing family along (and even staying an extra day or two) is an attractive option





## ONSITE

Our onsite amenities offer plenty of opportunities for team-building experiences and after-hours relaxation for you, your team and your family.

- Enjoy the comfort and relaxation of our heated indoor pool and whirlpool in any season
- Stay in shape with our cardio equipment, free weights and more
- Engage in hot pot fun and nightly Happy Hour enjoyment at our award-winning Echo Restaurant
- Soak in the beauty and tranquility of our Garden atrium and Koi pond any time of year







## NEARBY

Whatever the season, when you hold your meeting here, you're right in the middle of everything that is world-famous Lake Tahoe. From hiking, biking, paddle boarding, golf and kayaking in summer, to skiing, boarding, sledding and ice skating in winter. Right next door you'll find countless options at Heavenly Village. Stroll the cobblestone streets and enjoy more than 40 shops, eclectic dining choices, live music and an eight-screen movie theater. Lake Tahoe Resort Hotel offers walking-distance access to it all. Plus, we're located in the heart of downtown South Lake Tahoe, where the casino action never sleeps, and the shows and entertainment are unstoppable!

For more information on what to see and do in your downtime, check out our [attractions page](#).





# GREEN MEETINGS



At Lake Tahoe Resort Hotel, we care about protecting the natural beauty we're lucky enough to be surrounded by. That's why we've made a commitment to sustainability at our hotel and beyond. That philosophy is the foundation of our Zero Waste commitment to you and is the framework holding together the Green Meeting experience characteristic of Lake Tahoe Resort Hotel.





## WHAT IS ZERO WASTE?

When you hold your meeting at Lake Tahoe Resort Hotel, you can rest confidently knowing you're making the environmentally responsible choice. Here are just a few of the environmentally friendly and waste reduction practices we follow:

- We recycle all paper, plastic and aluminum products. In fact, we've worked to reduce our paper consumption by 70%
- Excess food is collected for compost
- Styrofoam products have been replaced with compostable corn/potato based products
- We've worked to reduce unnecessary lighting and use energy-efficient bulbs throughout the hotel. For example, all exit signage is illuminated by LED
- Whenever possible, we use clean, fresh Lake Tahoe air to cool our facilities
- All meeting linens are reusable cloth and are laundered utilizing an Ozone Laundry System. This energy-efficient laundry system uses less water, washes with cold water and takes less time to dry, reducing energy use across the board

If you're looking to host an exciting and *environmentally responsible* zero waste meeting, conference or event in the South Lake Tahoe area, we've got you covered. Connect with our on-site coordinators to learn more about how we can partner together to reduce waste and keep Lake Tahoe beautiful!



Thank you for your interest in Lake Tahoe Resort Hotel's meeting planning and coordination services.

For a summary of this information, check out the **meeting planner video** [here](#).

We look forward to speaking with you to ensure your next meeting is as brilliant as you are!

Contact us to request a proposal today.

**REQUEST PROPOSAL**

530.543.2122

[swoods@tahoeresorthotel.com](mailto:swoods@tahoeresorthotel.com)