



## Event Coordination and Hospitality by CU\*Answers

### CU\*Answers Hospitality

Looking for a meeting space to host your next planning session or event? CU\*Answers offers meeting spaces at our Grand Rapids headquarters conveniently located within 5 miles of the Gerald R. Ford International Airport and 1 mile of the I-96 interstate.

From basic meeting spaces to complete event planning and hosting, CU\*Answers provides the expertise to ensure a great experience.

- Three meeting spaces available
- Accommodations for up to 40
- A variety of hospitality options



**Schedule your events with us!**

## Available Meeting Rooms

Looking for a meeting space to host your next planning session or event? CU\*Answers offers meeting spaces at our Grand Rapids headquarters conveniently located within 5 miles of the Gerald R. Ford International Airport and 1 mile of the I-96 interstate. From basic meeting spaces to complete event planning and hosting, CU\*Answers provides the expertise to ensure a great experience.

### Client Board Room

Host your next board meeting in our professionally designed and comfortable Client Board Room. With space for up to 10 attendees, centered around a spacious board table, you will be able to reward your board members with gracious hospitality and the convenience of a well-administered session.

### Executive Briefing Room

Planning sessions are a critical aspect of every senior leadership team. Take advantage of the Executive Briefing Room—there are no tables to constrict the flow of movement, thereby promoting collaboration, creativity, and idea sharing. In this room you will find seating capacity for up to 14 participants, commonly arranged in theatre style rows, but easily converted to any configuration.

### Training Room

Our training room is a classroom-style space used for training sessions, brainstorming events, and roundtables—a critical part of the CU\*Answers business model. Seating configuration is typically classroom format with a capacity for 40 at tables and ample space at the perimeter of the room for additional seats if necessary, but with the flexibility to reconfigure for any event type.

## Availability and Hospitality

### Schedule Your Event

Our event planners will provide quality, attentive service during planning and execution of your business event.

We are available to host your event Monday through Friday between 8:00 a.m. and 8:00 p.m. Special arrangements can be made for weekend hours from September through May.



### Scheduling Contact Information

**Stephanie Underwood**, Vice President of Administration  
616.285.5711 or 800.327.3478, x511  
[Stephanie.Underwood@cuanswers.com](mailto:Stephanie.Underwood@cuanswers.com)

### Location

6000 28th Street SE  
Grand Rapids, MI 49546

### Facility Fees

Half-day session: \$100

Full-day session: \$200

After 5:00 p.m. \$25 per additional half-hour

*(Fees include a complimentary beverage service of coffee, soda, and water.)*

## Catering

Catering options are available from local area services and can be coordinated through our event planners. We will work within your budget to coordinate menu choices, food delivery, and cleanup. Whether you need simple snacks or meals served, our team strives to make the process as simple as possible for you.

## Hotel Accommodations

Coming from out of town? We want you to be comfortable during your visit to Grand Rapids. CU\*Answers has made special pricing arrangements with both the DoubleTree by Hilton Grand Rapids Hotel and Drury Inn to provide reduced rates for our guests.

Make your reservations by calling the DoubleTree direct reservation line at 616-957-9072. Be sure to tell them you are a guest of CU\*Answers to ensure you receive our special corporate rate. Shuttle service from the hotel to CU\*Answers is available upon request.

**The DoubleTree by Hilton**  
4747 28th Street SE  
Grand Rapids, MI 49512  
P: 616-957-0100



**Drury Inn**  
5175 28th Street SE  
Grand Rapids, MI 49512  
P: 616-942-8511



## Travel

If your travel plans require professional assistance, CU\*Answers recommends Deb Kortenhoeven, Corporate Travel Consultant.

### Professional Travel & Dolphin Vacations

2850 Thornhills Ave SE Suite B  
Grand Rapids, MI 49546  
P: 616-954-2977 x110  
F: 616-954-2980  
E: [debk@protravgr.com](mailto:debk@protravgr.com)  
[www.dolphinvacations.net](http://www.dolphinvacations.net)

## Dining and Entertainment

Named one of The New York Times 52 Places to Go in 2016, Grand Rapids is home to a wide variety of restaurants, breweries, and cultural sites, making it a great place to host your next meeting.

Visit [www.experiencegr.com](http://www.experiencegr.com) to learn what our city proudly has to offer, such as local attractions including the Frederik Meijer Gardens and seasonal events including ArtPrize.

## Contact Us

To schedule your meeting, contact Stephanie Underwood, VP of Administration, at 616-285-5711 x511 or [Stephanie.Underwood@cuanswers.com](mailto:Stephanie.Underwood@cuanswers.com).