

The Elliott School of International Affairs

# Public Affairs

*and*



# Event Guide

# '22-'23



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This guide is a resource to anyone who plans, organizes or hosts events for the Elliott School of International Affairs. If you have questions about any of the information in this guide, please contact Elliott School Public Affairs at [rsvpesia@gwu.edu](mailto:rsvpesia@gwu.edu).

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# Important Contacts

## ESIA Room Booking

To reserve Elliott School event venues, visit [go.gwu.edu/ESIAvenues](https://go.gwu.edu/ESIAvenues) or view space availability [here](#).

Elliott School venues that can be booked through this system include:

- 2nd Floor Atrium (reception space)
- Room 505
- Lindner Family Commons
- Basement Atrium (reception space)
- Exhibition space – 2nd Floor Atrium
- Exhibition space – Basement
- Exhibition space – Lobby

## Events & Venues

Contact Events & Venues to request a reservation for the City View and State Rooms on the seventh floor of Elliott, or for the majority of other spaces around campus.

<https://events-venues.gwu.edu/venues>

## Academic Scheduling

Use Academic Scheduling's online system to reserve classrooms spaces at Elliott.

Online Booking Tool: <https://gwu.emscloudservice.com/web/>

## IT Needs- Lindner and 505

[oscar.fuentes@gwu.edu](mailto:oscar.fuentes@gwu.edu) | 202-994-1842

Contact Oscar for any technology needs for classrooms, Room 505 and the Lindner Family Commons.

## Olivia Burke

Web Lead, Social Media Contact

[oburke@gwu.edu](mailto:oburke@gwu.edu)

Contact Olivia with help getting your event on the university calendar and for help promoting your event via social media.

## Elaine Garbe

Senior Associate Director of Alumni Programs

[egarbe@gwu.edu](mailto:egarbe@gwu.edu) | 202-994-2398 office/ 202-379-5496 cell

Contact Elaine for any events that include alumni or if you would like to invite an alumni as a speaker or to promote your event to alumni.

## Robin Khan

Director of Communications, Marketing & Public Affairs

[robinkhan@gwu.edu](mailto:robinkhan@gwu.edu) | 202-994-4040 Office/ 301-538-2155 Cell

Contact Robin to assist with media advisories in conjunction with GW external relations.

## Judy Mannix

[jmannix@gwu.edu](mailto:jmannix@gwu.edu) | 202-994-6241

Contact Judy if you would like to invite the dean to speak at your event.

## Deborah Morse

Executive Associate

[dmorse@gwu.edu](mailto:dmorse@gwu.edu) | 202-994-6240

In-person office hours: **Monday - Thursday**

Contact Deborah to pick up and drop off the keys to room 505 and Lindner Family Commons, reserve Harry Harding Auditorium (213), and submit facilities requests via a fix-it ticket.

# Meeting and Event Spaces @Elliott

## Harry Harding Auditorium, Room 213, 1957 E Street

Fixed Seating for 297

Elliott School has a dedicated block on this room with the following hours:

Tu/Th - 6pm - 10 pm

F - 2:30 pm - 10pm

For events during these hours, contact [dmorse@gwu.edu](mailto:dmorse@gwu.edu).

Outside of these hours to book 113, 213, or any other academic classroom space, use the online reservation system: <https://gwu.emscloudservice.com/web/>

## Room 505, 1957 E Street

Moveable seating for 50

Contact Deborah Morse to request facilities.

## Lindner Family Commons, Room 602, 1957 E Street

Moveable seating for 150

Contact Deborah Morse to request facilities.

## 2nd Floor Atrium

Open space suitable for exhibitions and standing events, can hold up to 300

All furniture must be rented

Contact Deborah Morse to request facilities.

## City View

Moveable seating for 150

Contact events and venues to reserve

For pricing and reservations, contact Events & Venues [venues@gwu.edu](mailto:venues@gwu.edu)

## State Room

Fixed seating for 70

Contact events and venues to reserve

For pricing and reservations, contact Events & Venues [venues@gwu.edu](mailto:venues@gwu.edu)

## Suite Conference Rooms

These rooms are reservable through the department or institute where they are located

## 6th Floor studio

This is a small soundproofed studio with a green screen and backdrops suitable for recording podcasts, shooting photo/video, and media interviews. Contact [robinkhan@gwu.edu](mailto:robinkhan@gwu.edu) to reserve.

## Non-reservable Informal Event Spaces

- Basement Student Lounge- moveable seating for 60 (chairs available in basement storage. Contact [Dmorse@gwu.edu](mailto:Dmorse@gwu.edu) for the key)
- 6th Floor Student Lounge- couches and chairs for up to 40





# Promoting Your Event

## A Checklist for Promoting Your Event

1. Post it to the University Events Calendar (<https://elliott.gwu.edu/event-calendar>).
2. By submitting your event to the calendar, it will automatically be included in the Weekly Events Newsletter. The deadline is Thursday prior to the following Monday to get it into the Events Newsletter.
3. Post it to your Social Media Accounts and tag @ElliottSchoolGW, use our #WeAreElliott #ElliottProud.
4. Request a Media Advisory from Public Affairs if the event is high-profile.
5. Use plastic sleeves next to elevators to advertise your event.
6. Sign-holders- come by Public Affairs to borrow sign holders to direct your guests the day of your event.
7. Use [eventbrite](#) to create an invitation that reaches a broader audience.
8. Make use university provided [Canva](#) account to create professional invitations and use [Elliott's Flickr account](#) for images, faculty headshots, and more.

## Media

Please note that the university only reaches out to media for major events and high profile speakers. Invitations and other marketing materials must specify whether an event is “public and open to the media” or “private and closed to the media.” If the event is open to the media, ensure that your RSVP form has a space for media to enter their affiliation.

## Branding Guidelines

Please note that all communications about programs and events must adhere to the university's branding guidelines. You can find these guidelines, known as the “Identity Standards and Guidelines,” on the Marketing and Creative Services website at [creativeservices.gwu.edu/visual-identity](https://creativeservices.gwu.edu/visual-identity).

## Brand

Contact [robinkhan@gwu.edu](mailto:robinkhan@gwu.edu) to assist with media advisories in conjunction with GW external relations.

Our identity is a powerful asset. By consistently using the elements of the George Washington University's visual identity, you help to create and maintain a strong “brand” that reinforces who we are, how we define ourselves and the value we provide to our key audiences. In addition to the “Identity Standards and Guidelines,” here are some tips for how to stay on brand here at the Elliott School:

Only use official, high-resolution logos in any marketing materials. The university's Department of Marketing and Creative Services has created official logos for the Elliott School and each of its institutes. To access them, contact public affairs.

Use an easy-to-read sans serif font like Arial in 12 point on emails and other event correspondence.

The Elliott School should always be referred to as “the Elliott School” and not “The Elliott School,” unless at the beginning of a sentence. The same goes for “the George Washington University.” If referencing them together, it's “the George Washington University's Elliott School of International Affairs.”



# Web Conferencing and Tech in Events Spaces

## Lindner Family Commons

- 2 Wireless microphones
- 4 Lavalier microphones
- 6 Table Top microphones
- Podium Computer
- Bring Your Own HDMI, VGA cables and dongles to assist with projection

## Room 505

- No wireless microphones
- 1 Lavalier microphone
- B.Y.O.C. (Bring Your Own Computer)
- Bring Your Own HDMI, VGA cables and dongles to assist with projection

## Important Notes

- The wireless microphones in Lindner and 505 are wired for these rooms and will not work outside of these spaces. Do not remove microphones from the room
- If you are using the web conferencing system for the first time, you will need to change the settings application you are using because the default settings will not allow audio to be heard by the remote audience. See below for detailed instruction.
- Furniture in the Lindner **cannot** be moved beyond the sixth floor.

## General Usage Guidelines Lindner/Room 505

1. Refer to the default setup diagrams in the rooms and always return rooms to default.
2. After an event, return all equipment back to the charging stations. Hand-held mics, lavaliers use batteries. Check levels before an event and inform public affairs if batteries are needed.
3. Tables cannot be moved to other floors, such a first-floor registration/check-in table. Tables for that purpose can be found in the “alleys” on the first and second floors at the end of the hallways.
4. Garbage and recycling bins need to be moved in and out of the rooms before and after use in order for facilities to empty them.
5. There are a limited number of sign boards available for use in the hallway near 401Q. Please return when finished.
6. If you find that the room is in unacceptable condition when you go in to set up for an event, please contact [rsvpesia@gwu.edu](mailto:rsvpesia@gwu.edu). Ensure adequate setup time that accounts for contingencies like this. By contacting public affairs, we can see who had the room booked before you, not to provide assistance in the moment.
7. For a digital version of this document go to <https://blogs.gwu.edu/elliottfacultyandstaff/>



# Linder Family Commons Tech Set-Up and Instructions for Web Conferencing

## Logging On to the Computer and Starting a Meeting

1. Touch the screen to start.
2. Touch the computer icon on the left side of the screen.
3. Touch the image of the computer screen to enlarge it to full screen.
4. Using the keyboard, log into your account.
5. Start the meeting, minimize the computer screen, and touch the web conferencing icon.
6. In the audio settings do the following: Speaker: (set to Crestron, Microphone: set to Extron MediaPort 200)
7. The default settings are both set for MediaPort, so this step must be done manually or it is likely that your call-in audience cannot be heard. Instructions are the same for all meeting platforms (zoom, webex, teams, google meet, etc.)

## Using a Powerpoint or Slide during Events

1. After logging into the meeting on Zoom/Webex, etc. return to the computer icon
2. Open up the presentation on the computer, set to presentation mode for largest display
3. Return to web conferencing by touching the web conference icon. Your display should still be displayed on the TV monitor.
4. **Do not try to share screens within the web conferencing application.** Otherwise, your remote audience will not be able to see the in-person speakers, their screens will only display the presentation.

## Using the Controls within a meeting

1. With the computer screen minimized, the red and green display icons are for the four monitors in the front and back of the room. A white border appears around the displays that are visible on display screens.
2. Touch the black and white "Back" icon at the bottom left of the screen to control the cameras. The cameras can also be controlled from the column display pad located in the right column in the back of the room.
3. The Presenter camera icon shows the speakers at the front of the room. Likewise, the Audience camera shows the audience. Toggle between the two during Q&A.
4. Touch the black and white display icon at the bottom of the screen to return to the display options.
5. Touch the Show Mic Levels to display volume controls for the lavaliers, handheld, ceiling (panel) mics, and the Lectern audio level controls.

## Things to Remember

1. Don't forget to logout of your account after the event.
2. Don't forget to turn the system off after an event (touch system on/off icon at the top of the screen.)
3. Don't forget to return the lights and shades to their default position (off and half-way up, respectively.)
4. Ceiling microphones only pick up sound for the remote audience. For in-person audience, you will still need to use the lavaliers, handhelds (in the cupboard of the lectern), or gooseneck microphones (in the closet)
5. For technical problems, you can still use the phone on the column, but do not expect that a tech support person will be able to come onsite immediately or be familiar enough with the room to help remotely. Test all the technology you plan to use in advance. There is no onsite technical support for this room.

# How to Host Zoom Webinars



## Zoom Webinar

A [Zoom Webinar](#) allows only the host and other chosen panelists to share their audio, video, and screen. Attendees have the ability to use the Q&A, Chat, and answer polling questions. Webinars are best for large audiences or events open to the public.

## Zoom Webinar Features

- [Q&A](#): Use a question and answer panel in your webinar.
- Enable [Practice Session](#): Start the webinar in a practice session instead of a live broadcast.
- Enable [Polling](#) for webinars: Create single choice or multiple choice polling questions for attendees.
- [Use Webinar Templates](#): Create or save webinar templates for future use
- [Schedule Reoccurring Webinars](#)
- Request permission to unmute panelists: Allows webinar panelists to choose if they wish the host to have pre-approved consent to unmute them
- Make the webinar on-demand: Automatically record the webinar in the cloud and share a link with all registrants
  - Record the webinar automatically: Check this option to automatically record the webinar if you want to record the webinar locally (requires the host to join via a desktop computer) or the Zoom cloud

## Scheduling a Zoom Webinar With or Without Registration

- Scheduling a [zoom webinar with registration](#) requires your attendees to fill out a quick form before joining the link to register. Doing so allows you to collect information such as the names and email addresses from your attendees. You have the option to decide whether to automatically approve anyone who registers or manually approve them. In order to schedule a zoom webinar with registration, you must have a Pro, Business, Enterprise, or Education account and have Zoom Webinars add-on.
- Scheduling a [zoom webinar without registration](#) allows attendees to join without needing to register or have a Zoom account (although attendees will be required to enter their name and email). To schedule a zoom webinar without registration, you need to be a Licensed user with the Zoom Webinars Add-on (500, 1000, 3000, 5000, 10000, or 50000).

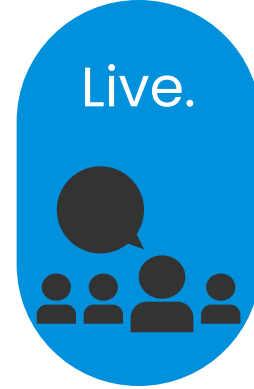
## Steps for Hosting a Zoom Webinar

1. Schedule the date of the webinar
2. Select registration options
3. Select Q&A settings
4. Choose your webinar options
5. Save your webinar as a template
6. Schedule a tech rehearsal (optional)





# Creating Accessible and Inclusive Events



## Defining Diversity and Inclusion

At the Elliott School, our best work reflects and embraces our diversity. Diversity encompasses a range of human experiences, including but not limited to race, ethnicity, gender identity, sexual orientation, age, ability, religious and/or ethical values, political beliefs and social class. When our programs are accessible, everyone has equitable access. When our events are inclusive, everyone is empowered to fully participate in our programs.

The Elliott School also endorses an inclusive environment. Inclusion encompasses an environment where all individuals are treated equally and share an equal amount of involvement and are all treated respectfully and fairly.

Below are need-to-know, school-wide policies, helpful guidelines and additional resources for ensuring your events are both accessible and inclusive. This list is not exhaustive and there is always more we can do to advance this important goal.

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1. The person organizing a program is responsible for coordinating with the university's Disability Support Services (DSS) to provide reasonable accommodations to students with disabilities and to support non-students access and inclusion to the best of our abilities.

2. RSVP forms should include the following:

1. Contact information of the person organizing the program, along with a message that says: "The Elliott School can coordinate with the university to reasonably accommodate most disabilities. If you need specific accommodations, please contact (contact's name) at (telephone number and TTY, if possible). Requests should be made as soon as possible, but at least three days prior to the program to ensure accommodation."

B. Link to information about the university's Disability Support Services ([disabilitysupport.gwu.edu](https://disabilitysupport.gwu.edu))

C. Links to the locations of the university's gender inclusive bathrooms (<https://mssc.gwu.edu/trans-gw>)

3. Any event with three or more speakers must consist of more than one gender. If a panel, symposium or other event with three or more speakers consists of a single gender, the moderator must be of a different gender. This is part of the Elliott School's commitment to diversity and inclusion. To this end, we support events and speakers that reflect our community's diverse backgrounds and experiences including but not limited to race and ethnicity; gender identity and expression; age; sexual orientation and identity, religion, nationality, culture, and ideologies. We believe this diversity enriches the educational experience for all and encourages members of our community to strive towards achieving this goal when planning for events.

4. All events that provide catering should include a vegetarian option. Longer events like conferences should include additional options for dietary restrictions such as gluten-free, dairy free, and vegan and be labeled as such

For any additional questions regarding diversity and inclusion, please visit the Elliott School's website for diversity, equity, and inclusion (<https://elliott.gwu.edu/diversity-and-inclusion>)



# Creating Accessible and Inclusive Events (cont.)



## The Golden Guideline: Be Mindful

1. When scheduling an event, be mindful of who will and won't be able to attend, based on the date and time.
2. When creating promotional materials, be mindful of people who may use screen reading software that turns text to speech, and create online materials accordingly. For instance, PDF's are not always screen reader-friendly.
  - a. Be mindful of participants who may not be able to read small fonts, and ensure all print materials use a sans-serif font (like Arial) in a reasonably sized font.
3. When creating an RSVP form, be mindful of participants who may identify as gender nonconforming or otherwise gender diverse. You can ask for occupation and/or affiliation, but don't ask for gender-based titles like Mr. and Mrs.
4. When doing introductions, be mindful of speakers who may identify as gender nonconforming or otherwise gender diverse. Ask your speakers how they'd like to be introduced in advance, including preferred pronouns.
5. At the event, be mindful of those with hearing problems and use microphones where and when it's appropriate.
6. When showing videos, be mindful and use closed-captioning whenever possible. (Click the CC/Closed Captioning icon on the bottom bar of the video. If the video supports closed captioning, a pop-up window will appear with language options.)
7. When speaking, be mindful of the language you and others use, replacing exclusive words with inclusive alternatives

## Inclusive Alternatives to Exclusive Language

Exclusive Words	Inclusive Alternatives
You guys	You all, Y'all, Folks
Ladies and Gentlemen	Everyone, Colleagues, Audience
Freshman	First Year Student
Mankind	Humanity
Chairman	Chair/Chairperson
Congressman	Congressional Representative, Congressperson
Disabled Person	Person With a Disability

# Managing COVID Restrictions During Events

## On-campus Activities

The Elliott School follows all guidelines created by the university, and adjusts accordingly should those guidelines change. Effective July 26, 2022, until further notice, The current policy does not require non-GW guests to show proof of COVID-19 vaccination unless expressly stated, as we did for Commencement Week. It only requires them to wear masks.

Visitors are not required to demonstrate proof of full vaccination against COVID-19 or a recent negative COVID-19 test. This applies to attendees at events in GW venues (Smith Center, Lisner Auditorium, Jack Morton Auditorium, etc.), performances, and events unless expressly stated.

Masks are required at all times for all patrons inside GW venues unless actively eating or drinking.

## Host Responsibilities

Prior to the event the host is responsible for ensuring that all event attendees have a negative COVID test or a proof of vaccination. Additionally, the Event Host should maintain the best list possible of all attendees to include name, email and cell phone number on a printable/emailable form for at least 14 days after the event. If needed, CCST will reach out to the Event Host to discuss next steps. The event host is expected to comply with the new visitor requirements (<https://onward.gwu.edu/access#visitors>)

## On-site registration and attendance tracking

Staff will determine if walk-ins are allowed on a case-by-case basis. If allowed, they will be required to register online using their smartphone, so that they can sign the disclaimer, and there is less sharing of pens and paper. Those staffing events are expected to keep a record of who was in attendance at their events. This will be important for contact tracing should we identify an attendee who tests positive COVID-19.

## Food and Beverage

It is understood that alcohol may loosen inhibition and make it more difficult to enforce COVID restrictions; and that many people may be uncomfortable with sharing food and drinks so a la carte dining options are recommended (boxed food, self-purchased, seated dining) and open bars are recommended to be limited.

Additional COVID Resources: (<https://onward.gwu.edu/>)



# Additional Resources

## Resources for Faculty and Staff

Use this website to stay up-to-date on best practices for events, websites, emails and social media at the Elliott School.

(<https://blogs.gwu.edu/elliottfacultyandstaff/>)

## Troubleshooting

Academic Technologies handles troubleshooting for technology in all classrooms, as well as in Room 505 and the Lindner Family Commons. You can reach them at 202-994-7900, or by dialing 1 on the phones in Room 505 and the Lindner Family Commons.

## Wi-Fi

Guests can connect their mobile device or laptop to the GWconnect wireless network. They will be prompted to register for an account, and upon registering can receive either an SMS text message or email with account credentials. Alternatively, a member of the university community can sponsor a visitor by connecting to the GWconnect wireless network and registering their guests. Sponsored guests have access for 48 hours. This option is especially helpful for international guests who aren't able to receive SMS messages.

Connection and account sponsorship instructions are available at ([it.gwu.edu/internet-access](http://it.gwu.edu/internet-access))

## Catering & Other Vendors

### Catering

#### Casual Catering & Lunch Spreads

[Muncheez](#)

[Panera](#)

[Roti](#)

[Sinplicity](#)

[Whole Foods](#)

#### Reception & Formal Event Catering

Good Gracious Catering (703) 887-2568

Spilled Milk Catering (202) 525-6455

Well Done Catering (202) 543-7878

Windows Catering (703) 519-3500

Relish (301) 366-0823

Occasions (202) 546-7400

Ridgewells (301) 652-1515

### Other Vendors

#### Photography

GW Photography, [creativeservices.gwu.edu/request-photo-shoot-event-coverage](http://creativeservices.gwu.edu/request-photo-shoot-event-coverage)

#### Freelance **Photography and Videography:**

Maria Luz Bravo, [marialunes@yahoo.com](mailto:marialunes@yahoo.com)

Sam Levitan, <https://www.samlevitan.com/>; [sclevitan@mac.com](mailto:sclevitan@mac.com)

#### Videographers

Caroline Space - [carolinespacephoto@gmail.com](mailto:carolinespacephoto@gmail.com)

Chris Zarconi - [zarconi@gmail.com](mailto:zarconi@gmail.com)

#### Furniture/ Linens

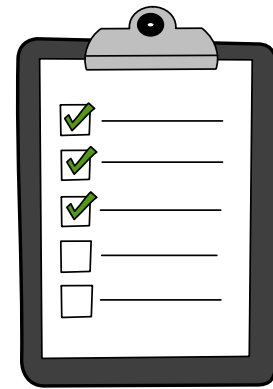
Party Rental Ltd., 1-844-GO-HIPPO (464-4776), [partyrentalltd.com](http://partyrentalltd.com)

## GW Single-Use Plastics Policy

At GW, we're envisioning a world where single-use plastics are a thing of the past. Where we can move beyond relying on them to promote a healthier planet and the greater good. As we call on the community to join the collective effort, we will get past plastic.

As part of our goal to move past plastic the university has suspended the use of any single use plastic items with a suitable substitute, such as: single use beverage bottles, single use plastic utensils, single use straws and stirrers, and more. For more information on the GW Single-Use Plastics Policy visit <https://sustainability.gwu.edu/past-plastic>

# Event Checklist



Nametag and Registration Logistics					
Print nametags					
Create Check-in/Registration List on App (or print)					
Designate Registration logistics and strategy (separate list)					
Determine On-site Registration materials					On-site Registration Materials:
Volunteers Recruitment					
Determine Volunteer Needs					Volunteer Needs:
Recruit Volunteers					Number of volunteers successfully recruited:
Train volunteers					Date for volunteer training and Topics covered:
Gifts and Swag					
Determine if gift and swag bags will be given					What is the swag/gift given and what will the keynote/panelists will receive that is different?
Determine if Awards/Trophies will be given (if so, create an Award/trophy handling system and incorporate into the program run-of-show).					
Event Closeout and Post-event step					
Event Breakdown					Special Event Breakdown:
Send Attendees a thank you for coming email					
Send Attendees a survey					
Send speakers a thank you note					
Schedule a event debrief meeting					Date & Time of the debrief:





# Run of Show

## Elliott School of International Affairs

THE GEORGE WASHINGTON UNIVERSITY

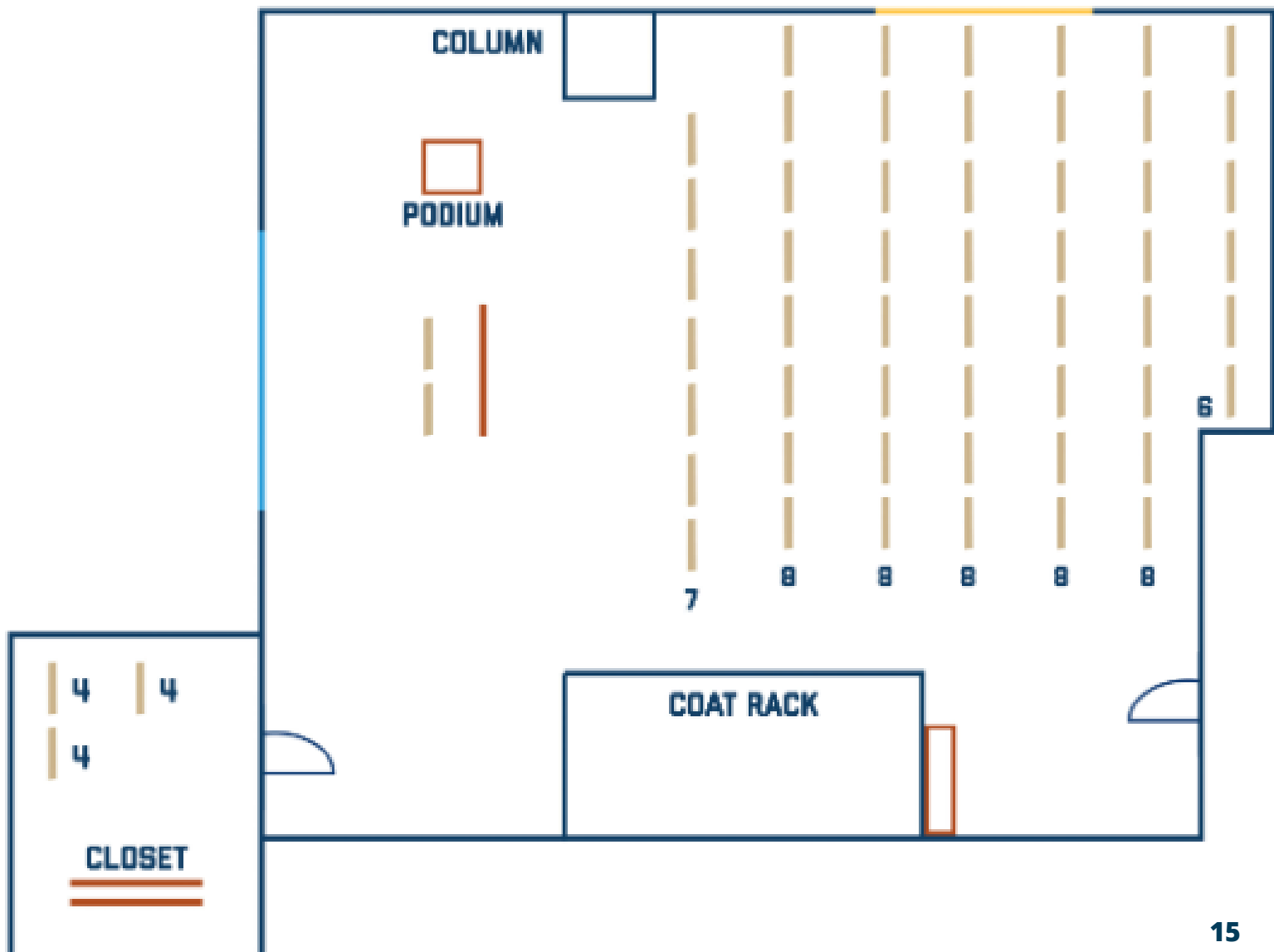
### RUN OF SHOW

Public Forum with Assistant Secretary of State Michelle Gluda  
Wednesday, September 4, 2019  
10:00 a.m. - 11:00 a.m.  
Lindner Family Commons

#### Timeline

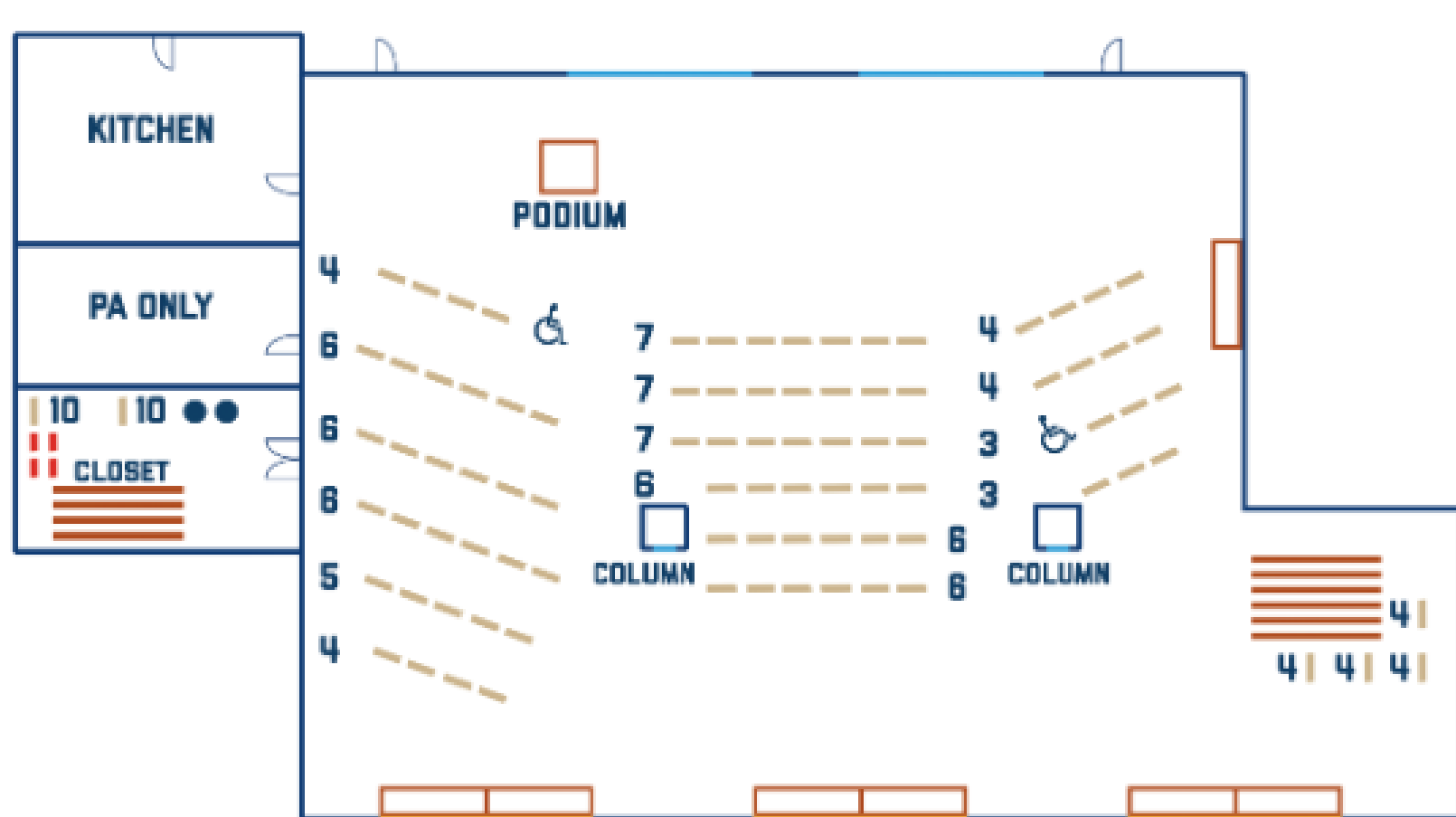
8:30 a.m.	Anthony DeSantis unlocks Lindner for event partners; greets members of the press and assists with their setup
8:45 a.m.	Anthony DeSantis brings bottled water and four gooseneck microphones to Lindner; sets up table for panellists  Public Diplomacy Fellow sets up check-in table just outside Lindner
9:00 a.m.	Anthony DeSantis turns on A/V system; connects laptop to control panel via HDMI cord and pulls up PowerPoint slide to display as background for event  State Department reps arrive and place "Reserved" placards on appropriate seats
9:10 a.m.	Anthony DeSantis receives coffee and refreshments from caterer; brings in trash/recycling bins from hallway and sets catering up on credenza in back of room
9:20 a.m.	Anthony DeSantis places wayfinding signage on first and sixth floors
9:30 a.m.	Public Diplomacy Fellow checks guests in as they begin to arrive
10:00 a.m.	Event begins; Assistant Secretary Gluda and other panellists provide remarks
10:40 a.m.	Public Diplomacy Fellow runs wireless microphone to guests for Q&A session
11:00 a.m.	Event ends and guests depart  Anthony DeSantis moves trash/recycling bins back into hallway; wipes down surfaces and sweeps floor with cleaning supplies provided in Lindner; returns Lindner to default setup; turns off A/V system; returns laptop and gooseneck microphones to Office of Public Affairs

# Room 505 Default Setup



# Lindner Family Commons

## Default Setup



**GW Events & Venues**  
**City View Room and State Room**  
**Price List FY 22-23**

City View Room Rental Fee: \$0 per 8hr  
City View Room Rental Fee for Closed Schools: \$900 per 8hr  
State Room Rental Rate(s): \$0 per 8hr  
State Room Rental Rate for Closed Schools: \$750 per 8hr  
Extra Hour: \$150 per hr  
Cancellation Fee: \$100 (plus any event charges)  
Request to Reschedule: \$100

<b>Equipment for All Spaces in 1957</b>	<b>Price</b>	<b>Additional Equipment for City View Room</b>	<b>Price</b>
24" Cocktail Table	\$0.00	LCD Projector and Screen	\$120.00
30" Cocktail Table	\$0.00	Podium	\$25.00
5' Round Table	\$0.00	Wireless Microphone	\$55.00
6' Round Table	\$0.00	<b>Additional Equipment for State Room</b>	<b>Price</b>
6'x18" Narrow Table	\$0.00	LCD Projector and Screen	\$120.00
6'x24" Table	\$0.00	Podium	\$0.00
8'x30" Table	\$0.00	Wireless Microphone	\$55.00
American Flag 3'x5'	\$0.00	<b>Personnel Charges</b>	<b>Price</b>
Chair	\$0.00	Housekeeping Services	\$35.00/hr
Coat Rack	\$0.00	University Police Department	\$50.82/hr
Easel, Black	\$0.00	<b>Additional Services</b>	<b>Price</b>
Easel, Gold	\$0.00	Excessive Clean Up Fee	\$150.00
House Audio – Bluetooth / iPod Connection	\$0.00		
In-Room Screen	\$0.00		
In-Room Computer	\$0.00		
Platforms	\$50.00		
Silver Stanchion	\$0.00		
Wood Stanchion	\$0.00		

*The unit list prices provided in this price list are for reference only. These prices and availability are subject to change without notice.*

*\*Closed Schools include GW Law, School of Medicine & Health Sciences and Milken Institute School of Public Health*

*\*Housekeeping is required for events scheduled after 4pm on weekdays and all day on weekends. Housekeeping labor is at the rate of \$35/hour/per housekeeper. Housekeeping charges begin (2) hours prior to the event hosts arrival and (1) hour after their departure.*

*\*\*Any event taking place outside of building hours will require GWPDP to be present to open, secure and close buildings. Events taking place after 9:00pm may require GWPDP to be present. GWPDP is required for all weekend events. There is a four-hour minimum charge per officer for security services. The fee for University Police is \$50.82 per hour/per officer. All fees may change based on actual start and end times of the Event. Fees for services are subject to change without prior notice.*

*\*\*\*Item rental charges will be doubled for requests that are received and honored with less than three business days notice.*