Special Events – Staff Resource

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Special Events – Staff Resource

I. EVENT GOALS - IDENTIFYING YOUR AUDIENCE

Knowing the purpose and the goal of your event will help you identify the type of event you should plan, the size and nature of your audience, and the most suitable environment for your function. Are you hosting a Recruitment, Academic, or Development event? Is the event intended to showcase your Department or Program? Who will find the program interesting or relevant?

Academic Events open to groups outside of your Department or Program have the potential to attract a large cross section of attendees. Successful publicity efforts (see: PUBLICITY) to key groups may yield a large audience. Consider all who may be interested in your topic and your speaker, and promote to each accordingly.

Who is your Target Audience?
Faculty – Staff – Students
Alumni
Department/Program-wide
University-wide
Neighboring Colleges and Universities
Local Community – Open to Public
Invitation Only

When you have identified your audience, you can start to plan. Estimate the number of guests you expect to attend. Develop a workable format for the event. Think about catering needs. Consider room configuration. These factors will help you determine the atmosphere of the event and the space you will need to make it happen.

II. PLANNING PROCESS

Budget
Date
Venue
Caterer
Publicity

BUDGET
Research costs you anticipate incurring to determine a realistic budget. Know how much funding you have for the event. If you need additional funds to cover expenses, consider sharing sponsorship with another department or program.
DATE
Be alert to the University Calendar as you choose your date.
http://planitpurple.northwestern.edu/
Contact other departments or programs who may be interested in the event to avoid conflicts. Collaborate with Central Administration and/or WCAS Development, if necessary. When you have identified the best date and time for your event, secure your venue and post the information to PlanitPurple (See Appendix for PlanitPurple information).

Notify Chris Handzlik about event details so they can be added to the WCAS Website Events page:

Web Communications Manager
Weinberg College of Arts and Sciences
Northwestern University
http://www.weinberg.northwestern.edu/
c-handzlik@northwestern.edu
847-491-5551

VENUE
Search for a space that meets your Audio/Visual, Technology, and Catering needs. Ask your speaker about what he or she will need to make an effective presentation (i.e. podium, microphone, projector, easel). What lighting is ideal? Is teleconferencing and/or videotaping required?

There is a wide variety of spaces on campus, each equipped with its own set of capabilities. Choose one that is well suited to your program and to your audience. Always visit before you reserve the space. Establish contact with venue support staff to plan in advance of the event, and for assistance in case of emergency, on the day of the event.

A General Purpose Classroom Directory is posted on The Office of the Registrar’s webpage. Room capacity (seating and technology) is listed for each classroom. These rooms may be appropriate for smaller events:
http://www.registrar.northwestern.edu/scheduling/reserving_general_classroom_space.html
Other non-classroom spaces on campus are also listed with the Office of the Registrar:
http://www.registrar.northwestern.edu/scheduling/reserving_other_campus_rooms.html

The Table below (an expanded version of the one you will find on the Registrar’s site) includes room capacities and IT capabilities.

Updated 8/1/2010

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>CAPACITY</th>
<th>ADDITIONAL INFORMATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie May Swift (AMS) 109</td>
<td>30</td>
<td>High tech, electronically arranged tables in rectangular configuration. If reconfiguration is necessary, you must make arrangements with Media Services Group Manager, and Facilities Management. No student groups, please. See Rules for Use of AMS 109.</td>
<td>SoC Radio/Television/Film John Haas 1-7317</td>
</tr>
<tr>
<td>Helmerich Auditorium (AMS)</td>
<td>144</td>
<td>Special events for non-student groups. Reservation fee. Trained, department-approved projectionists only allowed in AV booth. For more information, see Rules for Use of Helmerich Auditorium.</td>
<td>SoC Radio/Television/Film John Haas 1-7317</td>
</tr>
<tr>
<td>Cahn Auditorium</td>
<td>1007</td>
<td>For large, ticketed events. Requires staffing and security arrangements. Rental fee. Reservation must be approved by the Office of Special Events.</td>
<td>Office of Special Events Pete Dully 1-3787</td>
</tr>
<tr>
<td>Fisk 217 Auditorium</td>
<td>320</td>
<td>Theater style Auditorium. See Fisk 217 Details in Appendix for A/V and Equipment information.</td>
<td>Office of the Registrar Scheduling 7-5916</td>
</tr>
<tr>
<td>Guild Lounge Scott Hall</td>
<td>150</td>
<td>Ideal for special occasions. Additional room configurations: Theater Style – 80 Table Seating – 30</td>
<td>Office of Special Events Evangeline Johnson 1-4279</td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
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<td></td>
</tr>
<tr>
<td>Hardin Hall</td>
<td>Meal Service Capacity – 80 Rental fee. See Guild Lounge Policies in Appendix for more information.</td>
<td>Administration and Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frances Adams 1-8400</td>
<td></td>
</tr>
<tr>
<td>Lounge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Evans Alumni Center</td>
<td>First Floor: 125</td>
<td>Alumni Relations Emily Higgins 7-4338</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional configurations: Living Room Theater Style: 65 Living Room Circle: 25 Dining Room Table: 14 Three additional rooms-Table seating: 6, 6, &amp; 10 See House Rules for Events at John Evans in Appendix.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBRARY: Ver Steeg</td>
<td>Lecture 40  Standing Reception - 70 For special receptions and other formal social events. Attendants by personal invitation only. AV equipment is not available. See Application and Policy and Regulations in Appendix for more information. Also see Instructions and Directions for Catered Events in the Clarence L. Ver Steeg Faculty Lounge.</td>
<td>Library Administration Mary Bradley 1-7641</td>
<td></td>
</tr>
<tr>
<td>Faculty Lounge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBRARY: Forum Room –</td>
<td>68 fixed seats with tablet writing arms For special computer and multimedia presentations. See Using the Forum Room in Appendix for A/V and Equipment information</td>
<td>Library Media Center Carol Anthony 1-7678</td>
<td></td>
</tr>
<tr>
<td>Multimedia Center Video</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theater</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCormick Tribune Center</td>
<td>150 Theater Style Seating. See Fisk Hall and McCormick Tribune Center General Room Reservation and Usage Policies in Appendix.</td>
<td>Journalism Administration</td>
<td></td>
</tr>
<tr>
<td>Forum</td>
<td></td>
<td>Jeff Prah 1-4341</td>
<td></td>
</tr>
<tr>
<td>Norris Center McCormick</td>
<td>366 Large Auditorium, Theater Style Seating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td>Capacity</td>
<td>Description</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Pancoe Auditorium</td>
<td>100</td>
<td>Theater Style Seating</td>
<td>Owen L. Coon Auditorium, Kellogg in Appendix for A/V and Equipment information.</td>
</tr>
<tr>
<td>Pick-Staiger Concert Hall</td>
<td>989</td>
<td>Large Auditorium for Special Events - For rental rates contact Allison Basofin</td>
<td>Pick Staiger, Music Administration Allison Basofin <a href="mailto:abasofin@northwestern.edu">abasofin@northwestern.edu</a></td>
</tr>
<tr>
<td>Ryan Family Auditorium-Tech</td>
<td>600</td>
<td>Large Auditorium, Theater Style Seating</td>
<td>Events Planning Staff 1-2336</td>
</tr>
<tr>
<td>Shanley Hall</td>
<td>120</td>
<td></td>
<td>Events Planning Staff 1-2330</td>
</tr>
</tbody>
</table>

**Caterer**

*Current as of September 2010*
Most caterers require that orders are placed at least five business days before the event, with a guest count guarantee at that time. In general, increases in guest count are permitted up to three business days before the event. Policies vary, so check with the company you intend to use. Many caterers are full service, offering linens, wait staff and catering equipment. If you will need these services, confirm availability. If you are not hiring catering staff, arrange for volunteers to help you clean up and transport leftover items.

**nuCuisine**

Northwestern encourages departments and schools to use nuCuisine Catering, the University's official campus caterer. They are based out of the Norris Center and can help plan events from casual sandwich platters to more elegant, formal events.

More information at [nuCuisine](mailto:norris-events@northwestern.edu): Norris University Center Event Management

Phone: 847-491-2330

Email: norris-events@northwestern.edu

Visit [www.nuCuisineCatering.com](http://www.nuCuisineCatering.com) for the catering guide, specials, seasonal menus, photo gallery, to order online and for more information.

**Einstein’s Bagels**

Also included in the nuCuisine family of catering is Einstein Catering located on the second floor of the Pancoe Life Sciences Building. Great for refreshments, breakfast, casual lunch.

Menu:  
[Montain Bros. Catering Menu](mailto:Einstein Bros. Catering Menu)

Order Form:  
[Montain Bros. Catering Order Form](mailto:Einstein Bros. Catering Order Form)

24 hours notice must be given when placing a catering order.

Contact information:

Phone: 847-491-5856
einstein@northwestern.edu

**Off-Campus Preferred Vendors - Catering**

Northwestern has established contracts with six additional off campus caterers. List of Preferred Caterers (updated Summer, 2010) follows:

Current as of September 2010
For detailed information, including discounts and minimums [click here](#).

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Seasons Gourmet</td>
<td>Amy Tabbara</td>
<td><a href="mailto:amy@allseasonsgourmet.com">amy@allseasonsgourmet.com</a></td>
<td>312-738-0886</td>
</tr>
<tr>
<td>Catering by Michael’s, Inc.,</td>
<td>Meredyth Brook</td>
<td><a href="mailto:mbrook@cateringbymichaels.com">mbrook@cateringbymichaels.com</a></td>
<td>847-213-5008</td>
</tr>
<tr>
<td>A Tray To Remember</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conn’s Cafe &amp; Catering</td>
<td>Brent Conn</td>
<td><a href="mailto:info@connscatering.com">info@connscatering.com</a></td>
<td>773-262-2666</td>
</tr>
<tr>
<td>Food For Thought</td>
<td>Christine Grant</td>
<td><a href="mailto:cgrant@foodforthought-chicago.com">cgrant@foodforthought-chicago.com</a></td>
<td>847-982-2608</td>
</tr>
<tr>
<td>Hearty Boys Caterers</td>
<td>Aurieann LaPata</td>
<td><a href="mailto:aurieann@heartyboys.com">aurieann@heartyboys.com</a></td>
<td>773-244-9866 x 202</td>
</tr>
<tr>
<td>MJ Catering</td>
<td>Abby Schmid</td>
<td><a href="mailto:aschmid@mjcatering.com">aschmid@mjcatering.com</a></td>
<td>847-869-1180</td>
</tr>
</tbody>
</table>

For an up to date list of Northwestern University’s Preferred Catering Vendors, (and all other vendor categories) go to the following site: [http://www.northwestern.edu/uservices/index.html](http://www.northwestern.edu/uservices/index.html) - Purchasing – Purchasing Resource Services – Preferred Vendors - Catering.

Vendor links take you directly to menus.

**Outside, Non-Preferred Caterers**

There are occasions when your event is best served by other off campus, non-preferred catering firms. Take necessary steps to secure a Catering Agreement and Certificate of Liability Insurance, and submit them to Risk Management. See University Policy below.

The catering environment at Northwestern University is decentralized. Schools and departments who do not use one of the caterers listed above will need to create a Generic Catering Agreement with the Office of General Counsel. A Catering Agreement is required for each banquet, reception, private function, or other formal catering event. All catering vendors should sign the Catering Agreement and generate a Certificate of Liability Insurance for the date of the event. Departments or schools need to provide the Office of Risk Management with the insurance certificate prior to the event date.
The following outside, non-preferred companies have been used within Weinberg College. They represent a wide range of menus, prices and styles.

City Provisions
A La Carte
Chez Vous
Limelight
Panera Bread
Rollin' in Dough

PROCESSING Your Catering Order

When you receive an invoice from the caterer, use an online voucher to pay for your order. Attach the invoice and associated flier(s). For small orders, the Pcard is appropriate.

Click on the following link for the training guide explaining Entering an Online Voucher in NUFinancials:

http://cafe.northwestern.edu/documents/training/supplychain/832/EnteringOnlineVoucherGuide.pdf

PUBLICITY

Determine what kind of marketing will work for your target audience. Invite input from a few representatives from groups you would like to reach. As you consider your options, consult the Campus Publicity Policies and Procedures in the Appendix for guidelines on advertising and publicity topics listed below.

GENERAL ADVERTISING POLICIES
FLIERS
BANNERS
BULLETIN BOARDS AND KIOSKS
LEAFLETS AND HANDBILLS
ADVERTISING IN NORRIS
ADVERTISING IN DINING HALLS

Current as of September 2010
Other Publicity Channels:

On Campus -

DEPARTMENTS AND PROGRAMS - Email announcements to departmental lists of students, faculty, and other interested individuals. Timeline: one month before event, repeat two weeks before event, send reminder during the week of the event.

CASDAS - Email announcements to CASDAS members for distribution to faculty in their respective departments. Timeline: one month before event, repeat two weeks before event, send reminder during the week of the event.

FACULTY - Ask faculty to make announcements, send emails, or distribute fliers in related classes. Timeline: one month before event, send reminder during the week of the event.

Planit Purple – see Appendix for more information. Timeline: Immediately

DAILY NORTHWESTERN – Information follows

Off Campus -

LOCAL COMMUNITY - Email or mailed announcements to local institutions, community organizations and other local colleges and universities with similar programs or interested students/faculty. Timeline: one month before event, send reminder during the week of the event.

EVANSTON PUBLIC LIBRARY – Send or deliver materials to library staff for their approval, and posting.

ALUMNAE AND PUBLIC - Email or mailed announcements to departmental mailing lists of interested alumnae and public. Timeline: one month before event, send reminder a week before the event.

Determine which methods are best for your event. Work back from event date to arrive at deadlines for reservations, graphic design, printing, and distribution. However you advertise your event, you should always include the Event Presenter or Speaker, Day and Time, Location, Cost of Admission, Ticket Purchasing Information, Sponsoring Group, and Means for Obtaining More Information (i.e. email, phone, website). Publish this information on your website, along with a more detailed description of the event and information about the Presenter. Keep it on hand to respond to queries from interested attendees.
THE DAILY NORTHWESTERN

Display Ads

Running an Ad in the Daily Northwestern is the most effective way to publicize an event. Ads reach students, faculty, and staff on both campuses, and city residents in Evanston.

Ad deadline is two business days in advance, if you are providing the artwork - three business days in advance, if you would like Daily Staff to create the ad. Ad design is included with the cost of running. Send text, photos, and/or logos, and staff will prepare an eye-catching ad design. A proof will be sent for your approval.

For advertising rates, call the Ad Office at (847) 491-7206, or e-mail spc-compshop@northwestern.edu

For first time ads, contact Arlene Robertson, Office Manager (847-491-4899)

Editorial Coverage

Unless it is a highly anticipated event of special interest to students, editorial coverage appears after the event, in an article, often with photos. Student editors decide which events shall be covered.

To make editors aware of an event, send an email or fax two weeks in advance to the newsroom/editorial, with concise information which includes date, time, location, contacts, and a short description.*

eic@dailynorthwestern.com
campus@dailynorthwestern.com
fax 847-491-9905

Remind editors of your event by following up a week beforehand, to be sure the newsroom received your information. Call 847-491-3222 after 5 pm, Sunday through Thursday.

*Note: If you have prepared a Press Release for other newspapers or publications, send or fax it to the newsroom/editorial. Press Releases often contain additional information about a speaker or event which may be of interest to student editors.
III. HONORARIA AND VISITING SPEAKERS

**Honorarium and Reimbursement Process for Non-Employees:**
Payment and reimbursement procedures for visiting speakers can be found by clicking on the following link:

*Processing Visitor Reimbursements and/or Honorarium*

A visitor receiving an honorarium or being paid for services must complete a W-9 form and a Contracted Services form, in addition to a Visitor’s Expense report.

Procedures for paying and reimbursing foreign visitors are special. Please be sure to read the document above in advance. For questions regarding payments to Nonresident Alien Independent Contractors contact Angie Gwinn, Tax Compliance Supervisor, Office of Human Resources, 491-7204, a-gwinn@northwestern.edu.

*NORTHWESTERN UNIVERSITY TRAVEL SERVICES* - Find information on booking, discounts, policies, and forms for University business travel.

*Approved Travel Agencies for Airline Ticket Direct Billing*

*Local Hotels* – A list of area hotels with lodging rates, amenities, and other useful information, including distance from campus.

*Travel Policies and Procedures*
The link to Northwestern University’s Travel Policy follows: [http://www.northwestern.edu/finsys/ps/policies/travel.pdf](http://www.northwestern.edu/finsys/ps/policies/travel.pdf)
IV. EXECUTION AND EVALUATION

Running your event
- Arrive early
- Bring cell phone with contact and emergency numbers
- Test A/V equipment
- Provide water for speaker
- Have runners and greeters on hand
- Supply nametags, if necessary
- Have printed copies of agenda or talk outline
- Supply email contact sheet for guests who wish to be added to mailing list
- Designate a time monitor to keep program on schedule
- Arrange for student volunteer clean up help, if needed

Evaluate your event
Invite input from a cross-section of guests to evaluate event:

- Was the topic well defined in promotional materials?
- Was the presentation interesting?
- Was the venue adequate for the event?
- Were refreshments satisfactory?

Consider the outcomes from your planning perspective:
- Did you reach your target audience?
- Did actual costs match cost estimates?
- Were there unanticipated outcomes, good or bad?
- Were the goals of the event met?

Plans for the future:
- Is this an event you would continue?
- What would you change?

REPORT
Write it down! While the event is fresh in your mind, prepare a report including planning process, budget/actual costs, vendor contact information, and a summary of the evaluation of the event.

Current as of September 2010
APPENDIX

Non-Classroom Space on Campus: Pages 1 - 33
Venue Details, Rules, Reservations

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Current as of September 2010
Rules for the Use of the Peggy Dow Helmerich Auditorium
and/or Annie May Swift 109

1. Acceptance, revision, or rejection of reservations for the Annie May Swift (“AMS”) Helmerich Auditorium and AMS 109 will be made by the Radio/Television/Film Program Assistant or Financial Coordinator, in consultation with the Department Chair/Associate Chair.

2. Reservation of the Helmerich Auditorium and AMS 109 requires payment of the appropriate reservation fee (shown near the top of the Reservation Request Form). There can be no exceptions.

3. No classes outside of the Radio/Television/Film Department will be allowed in the Helmerich Auditorium and/or AMS 109 during the regular school year. This will include undergraduate seminars, discussion groups, and graduate seminars.

4. No student groups will be allowed to use the Helmerich Auditorium and/or AMS 109, even if “sponsored” by a University department. One exception: RTVF student groups may request to use the space for their end-of-year large events only. An RTVF faculty/staff member must attend the entire event and they will be responsible for the room/keys. A department-authorized projectionist will still be needed. No students are allowed in the A/V Booth (see rule #8).

5. Designate on the Reservation Request Form the staff or faculty member responsible for picking up the key and locking the doors. This person must be a permanent faculty or staff member (no students) who will be attending the entire event. Due to frequent thefts, the person who picks up the key for the Helmerich Auditorium and/or AMS 109 is the person responsible for opening and closing the room. Please make sure that the room is locked after your event.

6. The time requested for all reservations must include enough time for all deliveries and setup, as well as cleanup after the event. The Helmerich Auditorium and/or AMS 109 are frequently used for different purposes; often, there is more than one event per day. The Helmerich Auditorium and/or AMS 109 cannot be used to store equipment for a future event or from a past event while another event is being held in the room. Deliveries and pickups that occur outside the reserved time for an event or in the absence of the designated responsible person are subject to refusal by the Radio/Television/Film Department.

7. Any group using the Helmerich Auditorium and/or AMS 109 must exercise care for the room(s) and its furnishings. Any damage to a room found during the course of a group’s event will be charged to that group.

8. Only trained, department-approved projectionists are allowed in the Helmerich Auditorium A/V booth. Primary lighting can be controlled outside of the booth. If your event requires the use of the A/V equipment, a projectionist must be requested. No Exceptions.
Reservation Request Form:

Penny Dow Helmerich Auditorium and/or Annie May Swift 109

For each reservation date you are requesting please complete and return this form to Program Assistant John Haas, AMS 217. A letter confirming your date(s) and time(s) will be forwarded to you within two weeks of the receipt of your reservation form by the Radio/Television/Film Department.

Reservation Fee Information (Please Indicate Applicable Charge):

Weekday Hourly Charge (minimum 2 hrs.) $50.00 per hour (SoC) $100.00 per hour (non-SoC)
One Weekday (Mon-Fri, Day or Evening) $150.00 (SoC) $300.00 (non-SoC)
One Weekend Day (Sat-Sun, Day or Evening) $175.00 (SoC) $325.00 (non-SoC)
Consecutive Weekend Days (Fri/Sat or Sat/Sun) $250.00 (SoC) $500.00 (non-SoC)
Projectorist Fee (if using A/V Equipment) $50.00 per hour (minimum 2 hrs.)
SoC Administration/RTVF Department ___ Charges Not Applicable

Reservation Information:

Room Requested: [ ] Peggy Dow Helmerich Auditorium [ ] Annie May Swift Classroom 109

Name & Title of Contact Person: __________________________________________________________

Name Projectionist Responsible for Helmerich Auditorium & AMS 109: ________________________

(Key Possession, Room Security, Any Loss or Damages—leave blank if unknown, dept. will assign)

Department/Organization: _______________________________________________________________

Complete Address: ____________________________

Telephone Number: ____________________________

Reservation Day and Date: ____________________________

Time Requested: From: ____________________________ Until: ____________________________

(Note: Please make sure your requested time block includes all deliveries and pickups. Otherwise, early deliveries or late pickups may be refused. See #6 in Rules for the Use of the Helmerich Auditorium and/or AMS 109.)

Event/Occasion: ____________________________

Number Expected to Attend: ____________________________

(Maximum Helmerich Auditorium capacity is 144 people. AMS 109 capacity is 30 people with tables/chairs.)

Will food and beverages be served at your function/event? __ Yes __ No __

If “YES” please refer to #11 and #12 in the Rules for the Use of the Helmerich Auditorium and/or AMS 109.

For consecutive-day reservations: Will food/beverages be served at your function/event on both days? __ Yes __ No __

If “YES” please refer to #11 and #12 in the Rules for the Use of the Helmerich Auditorium and/or AMS 109.
USE OF CAHN AUDITORIUM

ELIGIBILITY FOR USE:
Only recognized organizations of Northwestern University may sponsor events in Cahn Auditorium.

RESERVATION PROCEDURE:
A reservation form may be requested from Pete Dully, Office of Special Events, Scott Hall, Room 106, (847-491-3787 or p-dully@northwestern.edu) and must be filed with the Office of Special Events a minimum of 14 days prior to an event. You will receive a written confirmation of your request within seven working days. When communicating with the Office of Special Events about an event it is important to establish only one individual from your organization as the contact person for that event.

RENTAL AND OTHER FEES:
The rental fee for use of Cahn Auditorium for a single event is $525.00 for a three and one-half hour occupancy period. Hours beyond three and one-half will be charged at $45.00 per hour. The rental fee may be waived for University recognized groups not charging admission fees or offerings for their events. In these instances, the group will be charged a $45.00 per hour occupancy fee along with any other direct expenses for equipment other than basic sound and lighting equipment.

Sales of merchandise, including programs, in or around Cahn Auditorium is prohibited except with advance permission of the Office of Special Events. Approved sales of merchandise will be subject to a commission payable to Northwestern University.

ACCESS:
The stage door and box office may open one hour before the scheduled event time; the house will open 45 minutes before the scheduled event time. A no re-entry policy will be enforced. For the safety of all patrons, backpacks and large bags or purses are discouraged, and these items may be subject to search and denied entry. Sponsoring organizations are to include notification of the re-entry policy and backpack policy on all publicity material and event tickets. A maximum of one hour will be allowed at the conclusion of an event to vacate the facilities. For general seating, the balcony will remain closed unless the number of attendees exceeds the seating available on the main floor.

CONTRACT APPROVAL FOR OUTSIDE ATTRACTIONS:
The Office of Special Events must approve the terms (dates, times, technical requirements and physical arrangements) of all contracts before signing. No information may be released or tickets printed until the Office of Special Events has approved your request in writing. Failure to comply with these guidelines will result in an automatic rejection of your request.

REQUIREMENTS:

Production Schedule: A detailed, typed production schedule for each event must be presented to the Office of Special Events one week prior to use of the facility that includes the name, phone number and responsibility assigned for all student/staff involved in the event.

Security: Security needs must be discussed with and approved by the Office of Special Events. Arrangements and fees for security services are the responsibility of the sponsoring organization. Events may require hiring security personnel and / or University Police.

Ticketing: All events must be ticketed. Tickets must be distributed in advance of free performances at which large audiences are anticipated. If tickets are sold at the box office a maximum of three attendants may be utilized. The box office attendant(s) must remain on duty at least one hour after the start of the event and will be responsible for the safekeeping of any unsold tickets and money when the box office closes. The total number of complimentary tickets and paid admissions to any event may total no more than 1,011. All guests must enter the auditorium through the front door.

STAFFING:
Staff provided by the sponsoring organization must attend a one-time orientation session conducted by the Cahn Auditorium production manager prior to assisting at the event. The Office of Special Events will schedule the session.

House Manager: The house manager of the event is to report to the production manager upon arrival at the stage door one and one half hours before the scheduled event time. The house manager must remain in the main lobby of the theatre throughout the entire performance and until all guests have vacated the premises. NOTE: At the discretion of the production manager, the house manager may be part of the sponsoring organization or provided by the Office of Special Events at a fee of $38.50 per hour.

Current as of September 2010
OFFICE OF SPECIAL EVENTS
Scott Hall- Room 106
847-491-3787
FAX 847-467-2098
CAHN AUDITORIUM RESERVATION FORM

Date of Event: ____________________________ (day of week) ____________________________ (date)
Event: ____________________________ (from) ____________________________ (to)

Type of event: (describe briefly) ______________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Sponsoring Organization: ____________________________ Chart: ____________________________
Contact Person: ____________________________ Phone Number: ____________________________
Campus Address: ____________________________

THE UNDERSIGNED ATTESTS THAT SHE/HE HAS RECEIVED, REVIEWED AND AGREES TO
ADHERE TO THE CAHN AUDITORIUM GUIDELINES:

Representative Sponsoring Organization: ____________________________ Faculty/Staff Advisor:
Date: ____________________________ Date: ____________________________

APPROVED: ____________________________ Director of Special Events: ____________________________
DENIED: ____________________________ Date: ____________________________

Please return this form to the Office of Special Events, Scott Hall, Room 106, Evanston
Fisk 217 Details

Fisk 217
Fisk Hall
Room 217
1845 Sheridan Road, Evanston Campus
View Map

Seats
329

Location
1845 Sheridan Road, Evanston Campus

Equipment
- Dual-OS Apple Mac Mini running Mac OS X & Windows Vista
  - DVD/RW Drive
  - Keypaus Wireless Presenter
- Built-in Ceiling Speakers
- Crestron Touch-Screen Control System
- Pioneer DVD/PAL Player
- Panasonic VHS/PAL Player
- JBL Wall Speakers
- Shure Wireless Lavalier Mic
- Shure Wireless Hand-Held Mic
- Wolfvision Digital Document Camera
- Christie Projector

Equipment brought into the classroom can be connected using the following types of in/out jacks or pullout cables provided in this room:

External Connections
- Laptop Audio (mini 1/8")
- AUX Video/Audio R, Audio L (RCA)
- Ethernet (RJ45)
- Microphone (XLR)
- Laptop HD15 VGA Cable (pullout)
- AUX Audio Out (XLR)
- USB extension cable for Computer
GUILD LOUNGE POLICIES

ELIGIBILITY FOR USE:
The University Guild Lounge in Scott Hall is a unique and attractive facility that is available for use for special occasions to Northwestern University organizations.

SUITABLE USES:
Receptions hosted by University organizations for up to 150 people.
Special lectures and meetings. Theater style seating: up to 80 people. Seating at tables: up to 30 People
Meals hosted by University organizations for up to 80 people.

RESERVATION PROCEDURE:
Contact the Guild Lounge Coordinator, Evangeline Johnson, to check availability of the Guild Lounge. If the Guild is available, a hold will be placed on the date and a Reservation form will be sent to the requestor.
The Reservation form should be completed and returned to the Guild Lounge Coordinator as soon as possible, and no later than three weeks before the event.

FOOD AND BEVERAGE SERVICE:
Any food and/or beverage service must be provided by one of the University food services or from a professional catering service approved by the Guild Lounge Office.

Only the event caterer may bring food or beverages into the Guild Lounge, and only at the time of the caterer’s arrival for the event.

Guild Lounge users must arrange for at least one staff member from the catering service to remain on the premises for the duration of any event that includes food and/or beverage service.

The Guild Lounge kitchen provides only minimal resources. It is suitable for plating and serving food prepared ahead of time, but it is not suitable for preparing or cooking food onsite.

The following regulations must be communicated to the event caterer:
- All food preparation and disposal must occur in the kitchen.
- The refrigerator must be emptied and its interior and exterior surfaces wiped cleaned.
- Stovetops, ovens, counter tops, and cabinet faces are to be cleaned of food spills.
- Sinks must be cleaned and drains left free of food residue.
- Recycling containers for cans/bottles are provided. Please be sure these containers are used by staff and available for guest use.
- Garbage from the kitchen and all Guild Lounge receptacles must be contained in plastic bags and removed to the dumpster located to the west of the south doors of Scott Hall.
- Recycling from kitchen and all Guild Lounge receptacles must be contained in plastic bags and removed to the designated carts located with the garbage dumpsters.

The sponsoring organization is responsible for making sure the catering regulations are communicated to the caterer and that the caterer follows through on each of the requirements. If these requirements are not met, a $100.00 cleaning fee may be charged to the University organization that sponsored the event.

GENERAL REGULATIONS:

Security: The Lounge may not be left unattended. Evening and weekend users must remain until Guild Lounge staff or University security personnel arrive to secure the Lounge and activate the alarm system. Users are liable for loss or damage to this facility until it is secured.

Smoking: Scott Hall and the Guild Lounge are smoke free environments.
GENERAL REGULATIONS (continued):

Elevator: The Scott Hall elevator is for passenger use only and may not be used by delivery company personnel or caterers to transport equipment/food to or from the Guild Lounge.

Electric Power Supply: The electric power supply to the Guild Lounge is limited. Use of electrically powered appliances or equipment, other than in the kitchen, must be approved by the Guild Lounge Office.

Furnishings: The Guild Lounge is furnished with antiques, which may be moved, rearranged or utilized only with prior approval of the Guild Lounge office. Abuse of the physical structure of the Guild Lounge or its furnishings will not be tolerated. Repair costs for damages will be charged to the sponsoring organization.

Due to the carpet, dancing is not permitted.

Windows: Windows may be opened during events, but must be closed and locked before leaving the lounge. Curtains may also be drawn open, but must be drawn closed before leaving.

Décor: Because of the classic ambience of the Guild Lounge, the use of additional décor, other than floral arrangements, is discouraged. Glitter and confetti like products may not be used.

FEE SCHEDULE:

An event that occurs between 8:30 a.m. and 5:00 p.m. Monday through Friday:
$100.00 rental fee.

An event where any portion of the event occurs after 5:30 p.m. on weeknights, or an event that occurs during a weekend:
$200.00 rental fee (includes up to 4 hours).

$50.00 per hour (or portion of an hour) for any time exceeding four hours.

Weekend events may require the presence of a Guild Lounge supervisor at an additional fee.

EQUIPMENT:

Sound System with Podium, Microphone, CD/Cassette Player – Included in rental fee

80 chairs – Included in rental fee

Four 8’ and four 6’ rectangular tables – Included in the rental fee

Ten 66” round tables – Rental fee $10 each

Piano – Tuning Fee $125. THE PIANO MAY NOT BE MOVED. In special circumstances, movement of the piano by professional movers for a $300 fee may be arranged through the Guild Lounge Office.

If additional tables or other equipment is required for an event it must be obtained from an outside rental source. If equipment brought into the Guild Lounge cannot be removed
immediately following the event then please consult with the Guild Lounge Coordinator to schedule a pick-up time.

Your cooperation with these policies will help us maintain the Lounge for the use and enjoyment of the entire University community. Failure to comply with these policies will result in a loss of use privilege to the sponsoring organization.

Garth Miller, Director
Office of Special Events and
University Housing and Food Service
HOUSE RULES FOR EVENTS AT JOHN EVANS CENTER

Thank you for your support of the John Evans Center. To aid the enjoyment of all visitors and guests, please note the following guidelines. We ask that you bring them to the attention of your caterers, service staff, and whoever will be responsible for running your event.

1. If you need a particular set up such as Meeting Plan (that’s podium with chairs facing it) or in a circle, etc., you must let us know when you book the event.

2. Guests should NOT move any furniture between rooms. Our dining room table must NOT be moved. Consult with your NAA staff contact before moving any other large pieces of furniture in our house.

3. If you need to store things in the kitchen one (1) day before your event (i.e. food, wine, beer, soda) after 2pm, always call Emily Higgins (7-4338) or Allyson Mauck (1-7200) first to see if we have the available space to store your items.

4. You or your caterer must provide everything for your event. We will provide trash bins and trash bags. Please speak to your NAA staff contact person when you arrive for your event to have trash bins placed out for your use.

5. Do not use any of the John Evans Center silverware, dishes, or other JEC kitchen supplies unless authorized by a director or Emily Higgins or Allyson Mauck. Guests should refrain from using items in our refrigerators unless they belong to you, or authorized by an NAA staff member. Please do not go into the JEC cabinets to look for things that you need. It may be helpful if you make a check list of any supplies that you may need for your event before you arrive.

6. You are responsible for ensuring that the event is cleaned up, including garbage, and leftover food. You may assign this task to your caterer, but you are responsible for making sure it is done.

7. If you reserve the John Evans Center for an event, you MUST staff your party until all guests have left. If you yourself are not going to be at the party until the end, you must assign a responsible adult to perform this task and notify the John Evans staff of this contact. You must not leave guests unattended in the John Evans Center.

7. DUE TO FIRE CODES, 125 PEOPLE IS THE MAXIMUM AMOUNT ALLOWED FOR AN EVENT.

8. The upstairs of the John Evans Center is not available for group use. If your group has a large number of guests, arrangements may be made to use the restrooms on the second floor. Speak to your NAA staff contact at event start...
time to arrange this. However, loitering will not be permitted and guests will be asked to return downstairs.

9. Please advise your guests of event start time. As we frequently have other meetings going on in the house, if your guests show up early they may need to wait in the lobby.

10. Please be mindful of your reservation end time and plan accordingly concerning event clean up and notifying your guests.

11. The John Evans Center is a University building, and there is no smoking allowed inside. You may instruct guests to step outside the building according to University policy if they need to smoke.

12. THERE ARE NO OVERNIGHT RENTALS.

13. If you are serving alcohol, you are responsible for checking your guests’ IDs.

14. Finally, you must notify us when you are ready to leave the house. This is important to guard against unauthorized entry to the house after hours. Also, if you do not notify us and we come to check on your group and find you gone, we may need to bill you at the time we discover your absence even if you left the building at an earlier time.

We reserve the right to update these house rules.
Northwestern University Library
Public Services Division

Instructions and directions for catered events in the
Clarence L. Ver Steeg Faculty Lounge

Catering Deliveries are allowed Mon-Fri, 8:30am–4:00pm via the Library Receiving Room.

To get to the Library Receiving room: Take Sheridan Road and enter the University by turning east through Entrance “D” (look for purple and white sign on the west side of the street. You will see a sign directing you to the Allen Center, Garret and Vogelback Computing Center). Go through the parking lot and down the incline to the stop sign. Take a right at the stop sign and continue until you reach the entrance to the Library loading dock. (See the black arrow on the map to the right.) Receiving room staff will assist you in getting to the Lounge from the loading dock through the Staff elevator.

Receiving Room Hours: The Library’s receiving room is open for deliveries Monday – Friday from 8:30 am to 4:00 pm ALL WEEKDAY CATERING DELIVERIES MUST BE COMPLETED BY 4:00 PM. Caterers will not have access to the receiving room after 4:00 pm or on weekends

CONTACT INFORMATION:

Mary Bradley, Library Administration
(For all reservations and information)
(847) 491-7641
e-mail: m-bradley2@northwestern.edu

Library Receiving Room:
(For delivery coordination)
(847) 491-7613

NUL Facilities Manager:
(For emergencies if staff cannot be reached at the above numbers)
(847) 491-7663

Library Security: (For weekends and evenings only) (847) 467-5191

Ver Steeg Faculty Lounge (847) 491-8309

PLEASE SEE NEXT PAGE >
To get to the Faculty Lounge from the Receiving Room: Go out of the receiving room doors and down the hallway. Just before the end of the hallway turn right into Room 1178 (you will be in a Library Staff area). Make a quick left turn and the staff elevator will be directly in front of you. Take the staff elevator to the third floor and go out through the photocopy/telephone area into the link. Take a right and proceed past the stairs and elevators to the SOUTH TOWER. Once you have entered the South Tower, continue walking around the tower to the right and the entrance to the Ver Steeg Faculty Lounge (Room 3770) will be ahead on your right hand side. The first door you see will take you into the lounge via a set of stairs. Another entrance with a ramp for catering carts and guests in wheelchairs is past this first entrance. Continue right in the hallway and go around the decline to get to the rear door of the lounge for this access.

To get to the Faculty Lounge from the Lantern Entrance: Proceed through the lantern entrance, down the main stairs past the Circulation Counter. Just before the escalator turn left and on your left hand side will be the elevator area. Take the elevator to the third floor. Take a right out of the elevator area and go to the SOUTH TOWER. Once you have entered the South Tower, walk to the right and down the aisle past student carrels. Ver Steeg Faculty Lounge (Room 3770) will be ahead on your right hand side.
Using the Forum Room

Second Floor, South Tower – Take a virtual tour of the Forum Room

Occupancy: Seats 68 people

Description: The Forum Room has fixed seats with tablet writing arms.

As you enter the room, there are two presentation desks: one on the right for audio visual and computer projection, and one on the left for videoconferencing. For more information about the Forum Room's videoconferencing capabilities, or to schedule the room for a videoconference, please contact NUIT at VidConference@listserv.it.northwestern.edu

Scheduling: The Forum Room is available to members of the Northwestern community for computer and multimedia presentations and other special programs. It is not available for use as a regularly scheduled classroom or for events that do not require the use of audio-visual or computer equipment at each session. Multimedia Center facilities are not to be used for events for which an admission is charged or for which attendees are compensated.

Please note: Computer projection and laserdisc screenings must be reserved at the time of room scheduling.

To schedule the Forum Room, please contact staff at 491-7678, Monday-Friday, 8:30am - 5:00pm, or email the department at multimedia@northwestern.edu. The Forum Room may also be scheduled through Meeting Maker.

Multimedia Center Collections: With the exception of laserdiscs, titles in our collection cannot be reserved with a room reservation. All titles in our collection except laserdiscs may be checked out with a valid NU WildCARD or valid borrower's card and taken to the Forum Room for screening. Multimedia Center staff will assist faculty in loading media and using the equipment.

Audio Visual Equipment: The Forum Room is equipped with a fixed 8 foot screen. Most of the AV equipment listed below is remotely operated from a presentation desk at the front of the room:

- 1/2" VHS Videotape
- PAL/SECAM VHS and DVD
- DVD
- Laserdisc
- CD Audio
- LCD ceiling-mounted projector
- Slide Projector
- Overhead Projector
Audio Visual Equipment: The Forum Room is equipped with a fixed 8 foot screen. Most of the AV equipment listed below is remotely operated from a presentation desk at the front of the room:

- 1/2" VHS Videotape
- PAL/SECAM VHS and DVD
- DVD
- Laserdisc
- CD Audio
- LCD ceiling-mounted projector
- Slide Projector
- Overhead Projector

Computer Equipment:

- There is a Dell OptiPlex GxPro computer in the lower back presentation desk with a 40 gb hard drive, 256 mb of RAM, a 1.8 kb Pentium 4 processor, CD-Rom and sound card.
- A zip drive is internal to the Dell computer. It accepts both 250 and 100 MB PC zip disks.
- A wireless keyboard and pointer with a wireless mouse is available for use by reservation.
- A Sony LCD projector with an Extron interface that can connect to any laptop or desktop computer (PC or Macintosh), that has a standard 15 pin VGA / SVGA monitor adapter.

Computer equipment at the presentation desk on the left is for videoconferencing.
- Please contact staff at 491-7678, Monday-Friday, 8:30am - 5:00pm., or email the department at: nuhmedia@northwestern.edu

Computer Software on PC Windows XP:

- Microsoft Office XP: PowerPoint, Word, Access, Excel, etc.
- RealPlayer; QuickTime; Windows Media Player
- Voyager
- Adobe Reader
- Browsers: Internet Explorer, Firefox

Networking:

We provide both static and dynamic IP addresses, all standard networking protocols, Ethernet and wireless.
General Room Reservation and Usage Policies

Fisk Hall and McCormick Tribune Center General Room Reservation and Usage Policies – Rev. 5/27/2009 – Page 1 of 4

Please read these guidelines. Failure to read these policies does not absolve sponsoring organizations or individuals using Medill space from responsibility for them. The Medill School places priority on classes when reserving space in Fisk Hall and the McCormick Tribune Center (MTC). Classes are scheduled and rooms assigned before they are released for open reservations to NU community members and external parties. In the unlikely event a class must be scheduled in a space where other reservations have been made, the class has priority and Medill will assist in finding an alternate space for the non-class event. Medill does not offer conference-facility services for events booked in Fisk or MTC. Technical support may be available for a fee, but all other support services must be provided by sponsoring organizations and adhere to the guidelines below. Medill staff members are not available to support events booked in these spaces unless arrangements have been made in advance. See Technical Assistance section below.

1. Reservation Time Frames

Space is released for general reservations by quarter. A request for space in an upcoming quarter may not be addressed until midway through the quarter prior to the one in question (e.g. a request for space in Spring Quarter may not be definitively answered until mid-February).

2. Building Hours

Listed building hours apply when school is in session. Restricted hours are in effect during holidays and breaks.

Fisk Hall
Monday through Sunday: 7 am to 11 pm

McCormick Tribune Center
Monday through Sunday: 7 am to 11 pm

Rooms may be occupied only during specified event times. If the event time is exceeded Medill may ask the sponsoring organization to exit the space.

*If necessary, event planners can request an extension to MTC building hours but the request must be made at least 5 business days in advance of the event.

3. Food/Catering

Organizations hosting events in the following classrooms are prohibited from bringing in food or beverage due to the possibility of damage to installed technical equipment:

MTC 3-127
MTC 3-119
MTC 2-131
Food and beverage service for events in other classrooms (Fisk 311, Fisk 111, MTC 3-107) is allowed. Events in the MTC Lobby where food and/or beverage service is provided by a caterer must adhere to University Services’ preferred vendor list: http://www.northwestern.edu/uservices/reference_old/purchasing/purchasing_resource_services_old.html.

Sponsoring organizations may have access to the Servery, which has a domestic-sized refrigerator and a sink. Catering supplies found in the Servery are the property of the Medill School and are not available for general use. Sponsoring organizations must request access to the Servery when booking the space.

Medill is not liable for any damages or incidents during events in the MTC Lobby or Forum.

When serving alcohol at an event in the MTC Lobby, sponsoring organizations are expected to ensure that no one under 21 will be consuming alcohol.

Food and beverage is prohibited inside the MTC Forum.

Events held on the MTC patio are subject to policies of Norris Event Management, which administers the approval process for all organized outdoor events occurring on the property of Northwestern University. Sponsoring organizations are responsible for contacting Norris Event Management in advance of their events and complying with all policies. www.norris.northwestern.edu/oe_index.php

4. Responsibility

Sponsoring organizations are expected to return reserved spaces back to the condition they were found in, or set for the next event as coordinated by a Medill audio/video engineer. This includes moving furniture back to the original setup (i.e. so a class could be hosted immediately after a reserved event), turning off the audio/video projection system, removing all food or beverage, and recycling or discarding all trash. If trash exceeds available receptacles in the room or the event is on a Friday or Saturday evening (regardless of the amount of trash), trash should be taken down to the dumpsters behind MTC (near the rear of Locy Hall).

Sponsoring organizations are responsible for all charges, fees and any damage to facilities, furniture or equipment resulting from any member of the organization or Fisk Hall and McCormick from anyone attending the event. The organization will be assessed the full replacement cost for any damaged furniture or equipment.
5. No Shows

Organizations are expected to honor their reservations or cancel events. Organizations that fail to use reserved space without prior notification twice within a school year will lose their right to meet in Fisk and MTC for one quarter. After the first offense, the reservation contact will be sent a “no-show warning” email. After the second offense, the reservation contact will be sent a “no-show policy violation” email and the above sanction will be enforced.

6. Billing and Reservations

Northwestern groups must use a CUFS or SOFO account to complete a reservation. Charges will only be made upon completion of the event. Groups outside Northwestern will be billed via invoice, with payment by check due within 30 days of the invoice date. Northwestern groups without a CUFS or SOFO account must indicate so at the time of booking and alternate billing arrangements may be made.

Medill will quote booking parties the expected rate at the time of reservation. The final amount billed will reflect the original quote, as well as any technical services added (see number 8 below) and/or damages to the facility.

7. Decorations/Postings

Fisk offers a general posting location outside room 217. Organizations that wish to post flyers in the MTC elevator must contact the Medill Office of Student Life at least 5 business days in advance of the desired posting date. Organizations that otherwise wish to post flyers or chalk must consult the NU guidelines for publicizing events http://www.norris.northwestern.edu/image/doc/CampusPublicityGuidelines2008-09.pdf

Any decorations used for reserved events inside Fisk Hall or MTC should be freestanding and may not be attached to paint, ceilings or wood by any means.

8. Technical Assistance

Medill offers three levels of technical assistance. Organizations should learn the available technology ahead of time by contacting the Medill Technology Team at (847) 467-7900 and arranging a fifteen-minute, hands-on training session. Additionally, instructions for Smart Classrooms can be found online at www.it.medill.northwestern.edu (click on “Computing at Medill”).

Phone support is available 8:00 am to 8:30 pm Monday through Friday. If the situation warrants, an engineer will be dispatched to try to fix any technical malfunction. Level II support must be arranged at least five business days in advance for support outside regular hours. Level II and III support are subject to availability, and additional charges apply.
All Smart Classrooms are equipped with the following items:

**WHITEBOARD OR CHALKBOARD**
**PROJECTOR AND SCREEN**
**DESKTOP COMPUTER FOR USE WITH PROJECTOR (NON-MEDILL USERS MUST ARRANGE WITH THE TECH STAFF AHEAD OF TIME TO LOG ON TO COMPUTERS IN EACH ROOM)**
**CONNECTIONS FOR LAPTOPS (POWER, INTERNET, VIDEO AND AUDIO FOR PROJECTOR)**
**VHS AND DVD PLAYBACK**

Level I: Support via phone during regular support hours

Level II: Extended training for special use, engineer on hand at start of event, access to projection booth in Forum, and/or after-hours support.

Level III: Engineer on hand for the duration of the event.

**9. Miscellaneous Information**

Permits are required to park on campus Monday-Friday, 7:30 a.m.-4 p.m. One-day parking permits can be purchased at the Norris Center Cashier’s Office (on the first floor of Norris) or through the Parking Office (1819 Hinman Ave., 847-491-3319).

Fisk and MTC are smoke-free buildings. Candles, incense and fire are not allowed.

Organizations sponsoring multi-day events in Fisk or MTC are advised not to leave equipment or possessions overnight in the space; organizations that do, do so at their own risk, and must be coordinated with a Medill audio/video engineer. Multi-day events do not guarantee exclusive use of the space. Medill is not responsible for any items stolen or moved during an event or between scheduled events.

Fisk Hall and McCormick Tribune Center General Room Reservation and Usage Policies – Rev. 5/27/2009
NORRIS UNIVERSITY CENTER
EVENT MANAGEMENT OFFICE
GENERAL POLICIES

847-491-2330 or norris-events@northwestern.edu

To place a catering order ON-LINE, visit www.northwestern.edu/nucusine/nucuisinecatering
To place a room, banner, promotion space, and table tent request ON-LINE, visit www.norrisreservations.northwestern.edu
To place an outdoor event request ON-LINE, visit www.outdoorevents.northwestern.edu

PLEASE READ THESE GUIDELINES. We want your event to be successful, but there are timeframes for ordering and canceling rooms, equipment, A/V, and catering that could affect your reservation and any applicable costs. We may not be able to accommodate requests if we are not given adequate notice and/or additional fees may be incurred. As such, Norris asks every client to adhere to the following guidelines:

1. Reservation Time Frames
   Ten working days notice for:
   • Building hour extension
   Seven working days notice for:
   • Security
   • Louis Room/McCormick cancellations
   Five working days notice for:
   • Food & Beverage/Catering menu selections
   • Room set-up requirements
   • Audio-Visual requests
   • Cash box requests
   Three working days notice for:
   • Confirmation of food service guarantee numbers
   • Cancellation of food service order(s)
   Two working days notice for:
   • Cancellation of audio-visual equipment
   One working day notice for:
   • Cancellation of meeting room

NOTE: For a detailed description of the nuCuisine Catering Policies & Procedures, visit www.northwestern.edu/nucusine/nucuisinecatering/policiesandprocedures_9-11-06.pdf

2. An organization or department may schedule only one series of general meetings and/or one series of executive committee/board meetings per week. The same holds true for sub-committees of larger student organizations. Auditions, petitions, interviews, etc. are not considered serial weekly meetings. Norris reserves the right to move your meeting to another appropriate room, if necessary.

3. Food and Alcoholic Beverages
   • Sodexho holds an exclusive contract with Norris Center.
   • All food and beverage service (alcoholic or non-alcoholic) served at an event in Norris or surrounding outdoor areas must be provided by Sodexho. This policy is strictly enforced. All prohibited food will be confiscated.
   • When serving alcohol, special arrangements must be made with Norris Event Management.

4. Snack Food Policy
   • Student groups are allowed to bring in purchased and packaged snack food and beverages to organizational meetings not totaling more than $35.
   • Student groups who plan to bring food into Norris must stop at the Info Desk upon entry to the building and inform the Info Desk attendant that they will be bringing food into Norris.
   • If an organization wishes to purchase meals in the Norris Food Court and bring them to a meeting room, a $25 charge for a food service cart will be incurred.

NOTE: For a detailed description of the Snack Food Policy, visit www.norris.northwestern.edu/org-policies.php/Updated April 2008

-19-
5. No Shows
- In order to accommodate as many requests for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior notification) twice within a school year will lose their right to meet in Norris for one quarter.
- After the first offense, the reservation contact will be sent a “no-show warning” email. After the second offense, the reservation contact will be sent a “no-show policy violation” email and the above sanction will be enforced.

6. Posting in Norris
- Norris offers a general posting location near the West Main Entrance.
- Flyers must be stamped at the Norris Info Desk for approval to be hung. Flyers not stamped will be removed.
- All flyers must be no larger than 11 inches by 17 inches and must CLEARLY state the name of the sponsoring student organization.
- All flyers will be removed at closing Sunday evening. New flyers may be posted beginning Mondays at noon.

7. Flyers/Chalking/Taping outside of Norris
- Taping flyers and chalking are allowed on campus sidewalks that are exposed to the elements, but not on Crown Plaza. Taping and chalking are not allowed on walls, doors, windows, trees, or any other surface.
- Taping and chalking are NOT allowed under the Norris overhangs at either the West Main Entrance or South Ground Entrance.
- After the first offense, the student organization's president will be sent a “taping of flyers warning” email. After the second offense, the student organization’s president will be sent a “taping of flyers violation” email and a $50 fine per flier will be assessed.
- According to an Evanston city ordinance, “it is unlawful for any person to place any sign on any sidewalk” along Sheridan Road. The city removes signs at violators’ expense.

NOTE: For the complete set of Campus Publicity Policies and Procedures, visit www.norris.northwestern.edu/images/publicity_2005-06.pdf

8. Display Board Space
- There are ten display boards located on the ground floor. Display boards can be reserved for up to one week (Monday through Sunday) per quarter for a specific event or promotion.
- Student organizations are responsible for taking down materials at the end of their reservation time.

9. Banners
- Norris is responsible for banner space in two locations: at the Arch and in front of Tech.
- Banners must identify the sponsoring student organization.
- Only one banner space can be reserved each week at each location per event. Banner space may be reserved from 8a.m. Monday through 5:30p.m. Sunday.
- Student organizations are responsible for removing banners within 24 hours of the event or on Sunday evening. Banners remaining after the event or past 5:30p.m. Sunday evening will be removed, discarded by Norris, and the group may be charged $25 for removal of the banner.

10. Table Tents
- Table tents may be displayed on tables in 1999 and The Gathering Place only after making a reservation with Events Planning.
- Only one group can display table tents at a time and that group may display only one table tent per table.
- Table tents may be reserved for a period of one week (Monday through Sunday) per quarter per event.
- Table tents must be pre-printed (not handwritten) and either three-sided, four-sided, or circular with a flat base or freestanding.
- Table tents that do not meet the above criteria will be removed from the tables.

11. Solicitation and Publicity at Table Spaces
- May take place only at reserved locations on the Ground Level by recognized student organizations and university departments. In order to protect the rights of our patrons, distribution or solicitation is not allowed away from assigned space.
- Patrons must initiate the conversation. We ask that organizations not approach patrons to hand out materials, petitions, or initiate conversations.

Current as of September 2010
• Amplified sound (i.e. radios, TV’s, etc.) on the Ground Level is allowed only with prior approval from Norris Administration.

12. Outdoor Events
• Norris Event Management administers the approval process for all organized outdoor events occurring on the property of Northwestern University.
• Event Management will advise groups on policies and procedures involved with the implementation of outdoor events.
• Requests must be made a MINIMUM of five working days in advance of the event. The approval process can take anywhere between 5 days to 2 weeks depending upon the various permits or insurance policies needed.
• All requests are made via an on-line form. All information requested on the form must be filled out or the request is subject to being denied.

NOTE: For the on-line request form and the complete set of Outdoor Event Request Form Instructions, visit www.norris.northwestern.edu/oe_index.php

13. The Rock
• Reservations are required for use of space for promotional events (i.e. passing out flyers and publicizing events). No reservation is required to paint The Rock.
• If a large group gathering is planned (i.e. a speaker, rally, march or amplified sound is needed, etc.) or the event involves food or beverage, approval via an Outdoor Event Request Form is needed.
• No music, projected, or amplified sound is allowed until after 5p.m. on weekdays and from 8a.m. until 11p.m. on weekends.

14. Technical Services Policies (audio/visual)
• The use of all audio/visual equipment requires a reservation placed five business days in advance of the event date.
• For events held within Norris, a/v equipment is free. For events held outside of Norris, rental charges apply.
• For events where rental fees apply, reservations made less than five business days in advance are subject to a late fee of 10% of rental per day. Cancellations made less than 48 business hours before the event will be charged a cancellation fee of 50% of the rental charges.
• Technician charges may apply to your event; these charges may include time required to load and deliver equipment outside of Norris and staffing during your event.

15. Time Restraints
• Rooms may be occupied only during specified event times.
• Events may not begin until 30 minutes after building has opened. Events must end at least 30 minutes before building closes.
• Groups exceeding these time limits without prior approval will be charged $150 for any increment of the first hour and $150 for each additional hour.

16. Extending Building Hours (early open/late close)
• Request must be made at least 10 working days in advance of event.
• An operating cost of $100 per hour will be charged to the organization responsible for the event. If the extension is not scheduled in advance, the fee is $150 per hour. Fees are not pro-rated for partial hours.

17. Special Events
• Dance parties may be subject to additional restrictions (i.e. security requirements). Please consult Events Planning for further details.
• Performance or theatrical productions in McCormick Auditorium, Louis Room, Shanley Hall, and Ryan Auditorium (Tech) are subject to the Norris Theatre Guidelines.

NOTE: For the complete Theatre Guidelines, visit www.norris.northwestern.edu/org-performance.php

18. Book Sales
• Barnes and Noble (Norris Center Bookstore) holds an exclusive contract with Norris Center.

Current as of September 2010
• The Norris Center Bookstore must provide all publications, including books and related reading materials, to be sold in conjunction with an event at the Norris Center. This policy is strictly enforced.

19. Billing (if charges are applicable)
• A CUFS or SOFO account number is required to process reservations with billable charges.

20. Responsibility
• The sponsoring organization is responsible for all charges, fees, and any damage resulting from any member of the organization or from anyone attending the event.
• The organization will be assessed the full replacement cost for any damaged furniture or equipment.

21. Miscellaneous Information
• Permits are required to park on campus Monday-Friday, 7:30am-4:00pm. One-day parking permits can be purchased at the Cashier’s Office (on the 1st Floor of Norris) or through the Parking Office (491-3319).
• The Norris University Center is a smoke-free building.
• Candles, incense, fire are not allowed in the Norris Center.
• Decorations must be flame retardant and may be attached ONLY to cement with masking tape. Decorations may not be attached to wood, metal, paint, ceilings, floor, or other surfaces.
Norris Center Room Capacities

Setup types by Room

<table>
<thead>
<tr>
<th>Room</th>
<th>Setup Type</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 0-1999</td>
<td>Empty Room</td>
<td>400</td>
</tr>
<tr>
<td>- 101 Wildcat</td>
<td>Banquet Rounds</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Chairs in a Circle</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Classroom Style</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Empty Room</td>
<td>125</td>
</tr>
<tr>
<td></td>
<td>Expo/Fair</td>
<td>200</td>
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<tr>
<td></td>
<td>Lecture</td>
<td>125</td>
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<td></td>
<td>Open Conference</td>
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<tr>
<td></td>
<td>Semi-Circle Lecture</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>Solid Conference</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>U-Shaped Conference</td>
<td>34</td>
</tr>
<tr>
<td>- 101A Wildcat</td>
<td>Banquet Rounds</td>
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<td></td>
<td>Chairs in a Circle</td>
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<td></td>
<td>Lecture</td>
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<td>Semi-Circle Lecture</td>
<td>30</td>
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<tr>
<td></td>
<td>Solid Conference</td>
<td>18</td>
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<tr>
<td></td>
<td>U-Shaped Conference</td>
<td>22</td>
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<td>- 101B Wildcat</td>
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<td></td>
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<td>U-Shaped Conference</td>
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Current as of September 2010
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<tr>
<th>Facility</th>
<th>Banquet Rounds</th>
<th>Chairs in a Circle</th>
<th>Classroom Style</th>
<th>Empty Room</th>
<th>Expo/Fair</th>
<th>Lecture</th>
<th>Open Conference</th>
<th>Semi-Circle Lecture</th>
<th>Solid Conference</th>
<th>U-Shaped Conference</th>
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<tr>
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*Current as of September 2010*
- 202B Northwestern
  Banquet Rounds 48
  Chairs in a Circle 40
  Classroom Style 40
  Empty Room 66
  Lecture 66
  Open Conference 30
  Semi-Circle Lecture 30
  Solid Conference 18
  U-Shaped Conference 18

- 203 Lake
  Banquet Rounds 80
  Chairs in a Circle 50
  Classroom Style 72
  Empty Room 130
  Expo/Fair 200
  Lecture 130
  Open Conference 44
  Semi-Circle Lecture 85
  Solid Conference 28
  U-Shaped Conference 44

- 205 Louis Room
  Banquet Rounds 400
  Chairs in a Circle 500
  Classroom Style 336
  Empty Room 525
  Expo/Fair 1000
  Lecture 525
  Open Conference 144
  Semi-Circle Lecture 500
  Solid Conference 80
  U-Shaped Conference 144

- 205A Louis North
  Banquet Rounds 96
  Chairs in a Circle 120
  Classroom Style 80
  Empty Room 180
  Lecture 180
  Open Conference 80
  Semi-Circle Lecture 100
  Solid Conference 44
  U-Shaped Conference 80

-25-
- 205B Louis South
  Banquet Rounds 184
  Chairs in a Circle 300
  Classroom Style 168
  Empty Room 400
  Lecture 400
  Open Conference 84
  Semi-Circle Lecture 300
  Solid Conference 60
  U-Shaped Conference 84

- 206 Arch
  Banquet Rounds 40
  Chairs in a Circle 40
  Classroom Style 32
  Empty Room 60
  Expo/Fair 200
  Lecture 60
  Open Conference 26
  Semi-Circle Lecture 40
  Solid Conference 18
  U-Shaped Conference 26

- 207 Rock
  Banquet Rounds 40
  Chairs in a Circle 35
  Classroom Style 32
  Empty Room 45
  Expo/Fair 200
  Lecture 45
  Open Conference 24
  Semi-Circle Lecture 30
  Solid Conference 18
  U-Shaped Conference 24

- 208 Armadillo
  Banquet Rounds 40
  Chairs in a Circle 35
  Classroom Style 32
  Empty Room 45
  Expo/Fair 200
  Lecture 45
  Open Conference 24
  Semi-Circle Lecture 30
  Solid Conference 18
  U-Shaped Conference 24

-26-
Owen L. Coon Auditorium, Kellogg

Leverone Auditorium (Owen L. Coon Forum)

Location
Leverone Hall
Leverone Auditorium (Owen L. Coon Forum)
2100 Sheridan Road, Evanston Campus
View Map
Seats 600

Equipment

- Dual-OS Apple Mac Mini running Mac OS X & Windows Vista
  - DVD/RW Drive
  - Keyspan Wireless Presenter
- Christie Projector
- AKG Lectern Microphone
- Built-in Ceiling Speakers
- Crestron Touch-Screen Control System
- Pioneer DVD/PAL Player
- Panasonic VHS/PAL Player
- JBL Wall Speakers
- Shure Wireless Lavalier Mic
- Shure Wireless Hand-Held Mic
- Wolfvision Digital Document Camera

External Connections
Equipment brought into the classroom can be
connected using the following types of in/out jacks or pullout cables provided in this room:
- Laptop Audio (mini 1/8”)
- AUX Video/Audio R, Audio L (RCA)
- Ethernet (RJ45)
- Microphone (XLR)
- Laptop HD15 VGA Cable (pullout)
- AUX Audio Out (XLR)
- USB extension cable for Computer
**Pancoe Auditorium**

**Location**
Pancoe Life Sciences Building  
Room 1101  
2200 N. Campus Drive, Evanston Campus  
[View Map](#)

**Seats** 100

**Equipment**
- Dual-OS Apple Mac Mini running Mac OS X & Windows Vista
  - DVD/RW Drive
  - Keyspan Wireless Presenter
- Built-in Ceiling Speakers
- Crestron Touch-Screen Control System
- ClearOne Audio Digital Processor
- Listen Audio Assisted Hearing
- Extron Electronics System Matrix Switcher
- Pioneer DVD/PAL Player
- Panasonic VHS/PAL Player
- JBL Wall Speakers
- Shure Wireless Lavalier Mic
- Shure Wireless Hand-Held Mic
- Wolfvision Digital Document Camera
- Panasonic Projector

**External Connections**
Equipment brought into the classroom can be connected using the following types of in/out jacks or pullout cables provided in this room:
- Laptop Audio (mini 1/8”)
- AUX Video/Audio R, Audio L (RCA)
- Ethernet (RJ45)
- Microphone (XLR)
- Laptop HD15 VGA Cable (pullout)
- AUX Audio Out (XLR)
· USB extension cable for Computer

Parkes 222 Details
Parkes 222
Location
Parkes Hall
Room 222
1870 Sheridan Road, Evanston Campus
View Map
Seats 30

Equipment
Projector Resolution: XGA (1024x768)
· Crestron Control Processor
· Panasonic Projector
· Crestron Control Touch Panel
· Panasonic VHS/PAL Player
· Pioneer DVD/PAL Player
· JBL Wall Speakers

External Connections
Equipment brought into the classroom can be connected using the following types of in/out jacks or pullout cables provided in this room:
· AUX Video/Audio R, Audio L (RCA)
· Ethernet (RJ45)
· Laptop Audio (mini 1/8")
· Laptop HD15 VGA Cable (pullout)
Tech Ryan Family Auditorium

Location
Technological Institute
Tech Ryan Family Auditorium
2145 Sheridan Road, Evanston Campus
View Map

Seats 599

Equipment

· Dual-OS Apple Mac Mini running Mac OS X & Windows Vista
  o DVD/RW Drive
  o Keyspan Wireless Presenter
· Built-in Ceiling Speakers
· Crestron Touch-Screen Control System with Annotation
· Pioneer DVD/PAL Player
· Panasonic VHS/PAL Player
· Wall Speakers
· Shure Wireless Lavalier Microphones
· Shure Wireless Hand-Held Microphones
· Podium-Mounted Microphone
· Wolfvision Digital Document Camera
· Christie Projector

External Connections

Equipment brought into the classroom can be connected using the following types of in/out jacks or pullout cables provided in this room:
Webcast Venues

The single most important criterion for a Webcast event location is high-speed network connectivity. Additional rooms will be added to the list below as their network connectivity is upgraded. For questions about a particular room, please email Webcast.
Organizers should reserve a room for their event before contacting NUIT to schedule the Webcasting service. To reserve a room, organizers can contact the office responsible for reservations directly.

<table>
<thead>
<tr>
<th>Location Facility</th>
<th>Type of Venue</th>
<th>Contact to Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Crown Center:</td>
<td>Conference Room</td>
<td>President's office</td>
</tr>
<tr>
<td>Hardin Hall</td>
<td></td>
<td>847-491-8400</td>
</tr>
<tr>
<td>Harris Hall 107</td>
<td>Auditorium</td>
<td>History Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>847-491-2844</td>
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<tr>
<td>Leverone Hall</td>
<td>Auditorium</td>
<td>Kellogg Information Systems</td>
</tr>
<tr>
<td>Coon Forum</td>
<td></td>
<td>847-467-5593</td>
</tr>
<tr>
<td>Cahn Auditorium</td>
<td>Auditorium</td>
<td>Office of Special Events:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>847-491-3600</td>
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<tr>
<td>University Library</td>
<td>Conference Room</td>
<td>University Library</td>
</tr>
<tr>
<td>Forum Room</td>
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<td>847-491-7678</td>
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<tr>
<td>Annie May Swift Auditorium</td>
<td>Auditorium</td>
<td>Radio/TV/Film</td>
</tr>
<tr>
<td></td>
<td></td>
<td>847-491-7316</td>
</tr>
<tr>
<td>Technological Institute</td>
<td>Auditorium</td>
<td>Registrar</td>
</tr>
<tr>
<td>Ryan Family</td>
<td></td>
<td>847-491-8438</td>
</tr>
<tr>
<td>Auditorium</td>
<td></td>
<td>Pick-Staiger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>847-491-5441</td>
</tr>
</tbody>
</table>

**Webcasting at Northwestern**

The increased worldwide popularity of broadcasting video over the Internet has sparked considerable interest in the University community to capture and share campus events with an expanded audience. To meet the increasing need for an Internet video service, Northwestern University Information Technology (NUIT) has developed a Streaming Video or "Webcast" service. Webcasting allows for the broadcasting of lectures, panel discussions, and other events across the campus network and Internet.

*Current as of September 2010*
The NUIT Webcast service provides video production, video editing, content streaming, and file storage space. The options for each are dependent upon the audience and the requirement of the content provider.

**Request a Webcast**
A successful Webcast requires considerable preparation time. As such NUIT requires a minimum of four weeks notice to Webcast your event. Please contact NUIT early in your event planning process to help ensure that the Webcast is a success. Visit the Request a Webcast Web page to get started.

**Webcast Venues**
Prior to requesting a Webcast, the entity must secure a venue for production. Visit the Venues page for more information.

**Webcast Services**
Additional information about Webcast Services is available on the Services Web page.

**Flash Player**
In order to view a Flash webcast from on or off campus, your must have the latest version of Adobe Flash plug-in installed on your browser. The plug-in is compatible with all web browsers on both Windows and Mac computers. You can click here to download and test Flash on your computer.

**RealPlayer Software**
In order to view a Real Webcast, you must have RealPlayer installed on your computer. Members of the Northwestern University community should click here to download, install and test the free RealPlayer. All others click here to download and install the free RealPlayer; then click here to test your RealPlayer.

Support Contact:
**Webcasting**
847-467-7684
webcasting@northwestern.edu

**Wheelchair-Accessible Entrances on the Evanston Campus**
Accessible entrances are identified in the following Evanston campus buildings. Power operated doors (POD) are also noted.

For more information on attending programming on buildings marked with an asterisk (*), please call Disability Services at 847-467-5530.

Current as of September 2010
Jump to a campus location:

- South campus
- North campus
- Athletic facilities

Jump to a specific building:

- Admissions/Financial Aid Offices
- Alice Millar Chapel
- Allen Center
- Annenberg Hall
- Annie May Swift Hall
- Arthur Anderson Hall
- Block Museum
- Blomquist Recreation Center
- Cahn Auditorium
- Career Services
- Catalysis Center
- Cook Hall
- Coon Sports Center
- Cresap Laboratory
- Crowe Hall
- Dearborn Observatory
- Deering Library
- Engelhart Hall
- Family Institute
- Fisk Hall
- Foster-Walker Complex
- Frances Searle Building
- Harold Anderson Hall
- Harris Hall
- Henry Crown Sports Pavilion/Combe Tennis Center
- Hogan Biological Sciences Building
- Human Resources Department
- International Office
- ITEC
- John Evans Alumni Center
- Kresge Centennial Hall
- Levere Memorial Temple
- Leverone Hall
- Locy Hall
- Louis and Saeree Fiedler Hillel Center
- Louis Hall
- Lunt Hall
South Campus

Admissions/Financial Aid Office

1801 Hinman Avenue

Two accessible entrances:

- west entrance/main entrance (POD and an elevator, with access to all floors, is to the left)
• northeast entrance (elevator to the right, then left)

_Alice Millar Chapel*

1870 Sheridan Road

Four accessible entrances:

• two entrances on southwest side of building (POD)
• north side of building (elevator to the immediate left has limited, keyed access)
• east side of building (all entrances to first floor, limited elevator access)

_Annie May Swift Hall

1920 Campus Drive

Two accessible entrances:

• east entrance (POD; ramp to the basement and lift access to the first floor)
• north entrance (outdoor lift to WNUR studios; no classroom access from this entrance)

_Arthur Anderson Hall

2003 Sheridan Road

Four accessible entrances:

• southwest side of building (POD with entrance to the first floor and elevators to the left)
• two entrances on northeast side of building (entrance to the first floor; elevators to the left)
• northwest side of building (entrance to the first floor and elevators, with access to all floors, to the right)

_Block Museum

40 Arts Circle Drive

One accessible entrance: east side/main entrance (POD and an elevator, with access to all floors, to the immediate right of main entrance)

_Cahn Auditorium

Current as of September 2010
600 Emerson Street

One accessible entrance: north side of building (POD and elevator, with access to all floors, to the left)

_Cresap Laboratory_

2021 Sheridan Road

Two accessible entrances:

- south entrance (elevator, with access to all floors down the hall and to the left)
- west entrance (POD and elevator, with access to all floors, down hall and to the right)

_Crowe Hall_

1860 Campus Drive

One accessible entrance: main entrance

_Deering Library_

1935 Sheridan Road

One accessible entrance: enter through University Library (elevator, with access to all floors, located in Government Publications; please ask for assistance)

_Engelhart Hall_

1915 Maple Avenue

One accessible entrance: west side of the building

_Fisk Hall_

1845 Sheridan Road

Two accessible entrances:

- northeast corner (POD entrance to first floor and elevator, with access to all floors, to immediate right)
• northwest entrances (corridor between Locy Hall and Fisk Hall, turn right to enter Fisk Hall, the entrance is on the first floor; elevator, with access to all floors, down the hall and to the left)

_Foster-Walker Complex_

1927 Orrington Avenue

Four accessible entrances

• north entrance
• east entrance
• west entrance
• south entrance

_Note:_ keyed elevator access to all floors available

_Harris Hall*

1881 Sheridan Road

One accessible entrance: north entrance (POD entrance to the first floor, no elevator access)

_Human Resources Department_

720 University Place

One accessible entrance: southwest entrance (POD)

_ITEC_

1801 Maple Avenue

One accessible entrance: southwest entrance (elevator, with access to all floors down hall, to the left)

_John Evans Alumni Center_

1800 Sheridan Road

One accessible entrance: south entrance (POD; ramp is at southwester corner)
**Kresge Centennial Hall**

1880 Campus Drive

Two accessible entrances:

- north entrance (POD with entrance to ground floor; an elevator, with access to all floors, to the left)
- east entrance of building (entrance to ground floor, turn right at hallway; elevator, with access to all floors, down the hall and to the right)

**Levere Memorial Temple***

1856 Sheridan Road

**Leverone Hall**

2001 Sheridan Road

Two accessible entrances: both entrances on southeast side (entrance to first floor, elevators, with access to all floors, down the hall and to the right)

**Locy Hall***

1850 Campus Drive

One accessible entrance: southwest side of building (entrance to first floor only)

**Louis Hall**

1877 Campus Drive

One accessible entrance: west entrance (entrance to first floor and elevator, with access to all floors, to the right of stairs)

**Lunt Hall***

2033 Sheridan Road

One accessible entrance: back entrance at northwest side (POD with entrance to first floor, no elevator access)
**Lutkin Hall**

700 University Place

One accessible entrance: southwest entrance (POD)

**Marshall Dance Center**

10 Arts Circle Drive

Two accessible entrances:

- south entrance
- northwest entrance

*Note:* there is no elevator access to all floors

**McCormick Tribune Center**

1870 Campus Drive

Three accessible entrances:

- south entrances (POD)
- north entrances
- east entrances (POD)

*Note:* there is elevator access to all floors; it is located at the south end of the building

**McManus Living-Learning Center**

1725 Orrington Avenue

One accessible entrance: north entrance

---

**Music Administration Building**

711 Elgin Road

**Norris University Center**

1999 Campus Drive
Two accessible entrances:

- west entrance/main entrance (POD with lift to the first floor; elevators, with access to all floors, on the right)
- southeast entrance (POD and ramp to ground floor; elevators, with access to all floors, to the left)

**Parkes Hall***

1870 Sheridan Road

Two accessible entrances: both entrances on the southwest side (POD with entrance to the first floor; limited elevator access)

**Pick-Staiger Concert Hall**

50 Arts Circle Drive

Two accessible entrances:

- west entrance/main entrance (entrance to the main floor; wheelchair seating available on the main floor)
- southeast entrance/stage entrance (entrance to the first floor; stage is wheelchair accessible)

**Rebecca Crown Center**

633 Clark Street

Three accessible entrances:

- northwest entrances (POD)
- northeast entrances (POD)
- southwest entrances (POD)

*Note:* ramp to the central plaza area is located in the southeast corner of the plaza

**Regenstein Hall of Music***

60 Arts Circle Drive

Two accessible entrances: both entrances on the west side of the building (entrance to the first floor; elevator is on the left; a keyed elevator has access to all floors)
**Scott Hall**

601 University Place

One accessible entrance: south side of building (POD and elevator, with access to all floors, on the left)

**Searle Hall**

633 Emerson Street

One accessible entrance: east entrance to building (POD to the first floor and elevator with access to all floors)

**Shanley Pavilion**

2031 Sheridan Road

One accessible entrance: main entrance (ramp is quite narrow; limited access)

**Swift Hall***

2029 Sheridan Road

Two accessible entrances:

- south entrances (enter through Cresap Laboratory; elevator down the hall, on the left)
- west entrances (POD enters through Cresap Laboratory; elevator down the hall, on the right)

*Note:* in order to reach Swift Hall, take the Cresap Laboratory elevator to Level 3, turn left and follow hallway into Swift Hall. There will be a keyed elevator, with access to all floors, to the right just before the staircase.

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**Theatre and Interpretation Center**

**1949 Campus Drive**

One accessible entrance: southeast entrance to building (elevator, with access to all floors, to the right)
Transportation Center
600 Foster Street
One accessible entrance: east entrance

University Development
2020 Ridge Avenue
Two accessible entrances:
  • east entrances
  • west entrances

University Hall
1897 Sheridan Road
One accessible entrance: southeast corner (POD with entrance to the basement; elevator, with access to all floors, down the hall, to the left)

University Library
1970 Campus Drive
One accessible entrance: southwest entrance/main entrance (POD with lift to the first floor; elevators, with access to all floors, down the hall, to the left)

University Police*
1819 Hinman Avenue

University Relations
555 Clark Street
One accessible entrance: northeast entrance to building (elevator, with access to all floors, straight down the hallway)

North Campus

Allen Center
2169 Campus Drive

Current as of September 2010
One accessible entrance: west entrance/main entrance (POD; elevators, with access to all floors, to the front and left)

**Annenberg Hall**

2120 Campus Drive

Two accessible entrances:

- west entrance (entrance to first floor; elevators, with access to all floors, are to the left)
- east entrance (POD with entrance to ground floor; elevators, with access to all floors, are to the right)

**Blomquist Recreation Center**

617 Foster Street

One accessible entrance: south entrance (entrance to first floor)

**Career Services**

630 Lincoln Street

One accessible entrance: west entrance of central courtyard

**Catalysis Center**

2137 Tech Drive

One accessible entrance: north entrance

**Cook Hall**

2220 Campus Dr.

One accessible entrance: north entrance

**Dearborn Observatory**

2131 Tech Drive

One accessible entrance: east entrance (entrance to the first floor)
**Family Institute**

618 Library Place

One accessible entrance: north entrance (entrance to first floor)

**Frances Searle Building**

2240 Campus Drive

One accessible entrance: west entrance (POD with entrance to the first floor; elevator, with access to all floors, straight down the hall)

**Harold Anderson Hall**

2701 Ashland Avenue

Two accessible entrances: two entrances on the side side (entrance to the first floor)

**Hogan Biological Sciences Building**

2205 Tech Drive

Two accessible entrances

- northeast entrance (elevator, with access to all floors, down the hall)
- southwest entrance (elevator, with access to all floors, straight ahead)

**International Office***

630 Dartmouth Place

**Louis and Saeree Fiedler Hillel Center**

629 Foster Street

One accessible entrance: south entrance (POD; elevator, with access to all floors, straight ahead and to the left)

**Lutheran Center**

2204 Orrington Avenue

One accessible entrance: east entrance
**Mudd Library**

2233 Tech Drive

Two accessible entrances:

- south entrance (enter via walkway from Cook Hall, elevator, with access to all floors, is to the right)
- southwest entrance (enter via walkway from Technological Institute, elevator, with access to all floors, is to the right)

**Nanofabrication Center**

2190 Campus Drive

Two accessible entrances:

- east entrance (elevator, with access to all floors, is to the right)
- north entrance (POD; elevator, with access to all floors, is straight down hallway)

**Pancoe-ENH Life Sciences Pavilion**

2200 Campus Drive

Two accessible entrances:

- east entrance
- west entrance

**Sheil Catholic Center***

2110 Sheridan Road

One accessible entrance: south entrance (entrance to first floor)

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**Technological Institute**

2145 Sheridan Road

Five accessible entrances:
• northeast entrance (entrance to ground floor, elevator is down hall on the right)
• northwest entrance (entrance to the ground floor, turn left, elevator is on the right)
• southeast entrance (entrance to ground floor, elevator is down the hall on the left)
• southwest entrance (entrance to ground floor)
• west entrance/main entrance (POD and entrance to first floor)

Note: elevators have access to all floors and are located throughout the building

**Trienens Hall**

2707 Ashland Avenue

One accessible entrance: enter through [Coon Sports Center](#)

**Athletic Facilities**

**Coon Sports Center**

2707 Ashland Avenue

One accessible entrance: east side of building

**Henry Crown Sports Pavilion/Combe Tennis Center (SPAC)**

2311 Campus Drive

One accessible entrance: west entrance/main entrance (entrance to first floor)

**Nicolet Football Center**

2707 Ashland Avenue

One accessible entrance: enter through [Coon Sports Center](#)

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**Norris Aquatics Center**

2311 Campus Drive

One accessible entrance: enter through [Henry Crown Sports Pavilion](#)
Patten Gymnasium*

2407 Sheridan Road

One accessible entrance: south entrance (please call staff member for assistance)

Ryan Field

1501 Central Street

Multiple accessible entrances: these can be found all around the stadium

Note: accessible seating can be found throughout the stadium, please ask the stadium ushers for assistance to accessible seating

Welsh-Ryan Arena/McGaw Memorial Hall

2705 Ashland Avenue

One accessible entrance: south side entrance/main entrance (POD at first-floor level, there are elevators with access to all levels)

Note: please ask the arena ushers for assistance to accessible seating

Departmental Emergency Evacuation Plan

Name of Department
Address of Department

Current as of September 2010
This is supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.

Lab workers must receive training to distinguish between the types of spills they can handle on their own and those spills that are classified as "MAJOR". Major spills dictate the need for outside help.

EMERGENCY PHONE NUMBERS

University Police (UP) 911
UP non-emergency 491-3254

Department Emergency Contacts ?
Facility Manager ?
Alternate Facility Manager ?
Department Chair ?

Facilities Management 491-5201
Office of Research Safety 491-5581
(Chemical, Biological or Radioactive safety)
Department of Risk Management
  Safety 491-3253
  Claims Division 491-5610
  Workers Compensation 491-5582

CALL UP & CALMLY STATE

♦ Your name

Current as of September 2010
♦ The building and room location of the emergency

♦ The nature of the emergency – fire, chemical spill, etc.

♦ Whether injuries have occurred

♦ Hazards present which may affect responding emergency personnel

♦ A phone number near the scene where you can be reached.

**BUILDING EVACUATION**

Upon hearing the fire alarm or announcement begin evacuation procedures

♦ Keep yourself and others calm
♦ Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
♦ Close windows and doors as you leave.
♦ Help those that need special assistance. *(Insert plan for assisting disabled persons in the department)*
♦ Report immediately to the designated “safe area” located ____________. Check in with __*(evacuation warden)*__ or __*(alternate evacuation warden)*__ who will be taking a head count.
♦ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

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**BUILDING SAFETY SYSTEMS**

The building at ________________ on Northwestern University, Evanston campus has the following safety systems:
Locate the emergency equipment in your area and know how to use it.

**Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to UP. UP will notify Evanston Fire Department and they will investigate. Evacuation is required anytime the fire alarm system sounds.

**Smoke and heat detectors** – This will immediately activate the fire alarm system.

**Automatic Sprinkler System** – This will begin the extinguishment of the fire and immediately send an alarm to UP. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

**Emergency Lighting** – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

**Fire Extinguishers** – Only NU trained personnel should use fire extinguishers. Always notify UP, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

*Type and location or see Emergency Evacuation Map.*

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to UP. After activating the alarm call UP, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

*Locations or see Emergency Evacuation Map.*

**First Aid Kit** – For minor injuries not requiring medical attention.

**Location or Emergency Evacuation Map**

**Fire Doors**– Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.

Current as of September 2010
Alternate Warden:_____________________________ Phone:________

Searcher:_____________________________ Phone:________

Alternate Searcher:_____________________________ Phone:________

Stairwell Monitor:_____________________________ Phone:________

Alternate Stairwell Monitor:_____________________________ Phone:________

Handicapped Aide:_____________________________ Phone:________

Alternate Handicapped Aide:_____________________________ Phone:________

Elevator Monitor:_____________________________ Phone:________

Alternate Elevator Monitor:_____________________________ Phone:________

Date of Last Evacuation Drill: ________________

Evacuation Drills are to be held annually.
Contact Risk Management to schedule.

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CAMPUS PUBLICITY POLICIES AND PROCEDURES

Changes for 2009–10
Revised flyering zones
New publicity rules at Tech

Current as of September 2010
**General Advertising Policies**
All posters, flyers, leaflets, and other notices must clearly state the name(s) of the sponsoring student(s) and/or organization(s).
Only members of recognized organizations of the Northwestern community are allowed to display banners or flyers on campus.
Alcohol and other drugs may not be mentioned or depicted in advertising.
All advertising must comply with University policies and procedures.
Violators of the publicity policy may be fined and have their posting privileges suspended.

**FLYERING**
Flyering is permitted only during the fall, winter, and spring academic quarters.
To improve the effectiveness of campus advertising and reduce campus waste, flyering is allowed only on campus sidewalks in designated areas (see below) and only with masking or painter’s tape. Any taped advertising found outside of the designated areas will be removed, and the responsible groups or individuals will be fined.

Eight areas have been designated “flyering zones” where advertising may be taped to the ground:
1) the walkways and plaza outside of Lisa’s Café
2) the walkway between Garrett Theological Seminary and Annenberg Hall
3) the walkway between the Sheridan Road sidewalk and the Jacobs Center overhang (but not under the overhang)
4) the raised walkway outside of the west entrance of Norris University Center and the steps leading to it
5) the plaza area outside of the south entrance of University Library
6) the walkways through the sorority quads between Willard Residential College and Scott Hall
7) the main walkway between the Arch and the Rock Plaza
8) the plaza in front of Elder Hall (but not the city of Evanston sidewalk)

Flyers must not be larger than 11 inches by 17 inches in total
area (i.e., no more than two 8½ x 11 flyers may be taped together). Individuals and groups should be considerate of others who may want to advertise events in the same area.

Flyers must be removed within five business days after the event. Remaining flyers may be subject to a removal charge.

Taping of flyers is not allowed on any nonsidewalk surfaces, trees, lampposts, indoor or outdoor walls, doors, windows, columns, school signage, and seats and backs of chairs in any academic building.

It is a violation of Evanston city ordinances (Section 7-3-12) to place signs on any city sidewalk, including sidewalks along both sides of Sheridan Road. The city removes signs at violators’ expense.

Flyering is not allowed on Crown Plaza or Tech Plaza.

Flyering is not allowed under the overhangs of any buildings, including but not limited to the Jacobs Center, the Henry Crown Sports Pavilion and Norris Athletics Center, and the west main and south ground entrances to Norris Center.

Only flyers may be taped on campus sidewalks. Individuals and groups may not use tape alone to spell out the name of their activity and/or organization.

Excessive flyering or taping of more than two flyers together will result in a $75 fine for each additional flyer.

Flyers that do not follow policy are subject to removal without advance notice to the posting organization.

**Banners**

Banners may not be hung from the exterior or draped from a window or doorway of any residence hall, residential college, or fraternity/sorority house. Norris Event Management (third floor, Norris,1-2330) is responsible for assigning banner space east of the Arch.

Student groups associated with the Multicultural Center (1936 Sheridan Road, 7-6200) or African American Student Affairs (1914 Sheridan Road, 1-3610) should contact the respective center to hang a banner on its porch.

*Current as of September 2010*
Individuals or groups wishing to hang a banner inside the Technological Institute should contact the Office of the Dean of the McCormick School of Engineering and Applied Science (1-5550). Space in Tech is available only to groups associated with the school.

The following procedures apply to the banners between the Arch and the Rock:

Individuals or groups must obtain a reservation from Norris Event Management before displaying a banner at the Arch. Reservations will be made on a first-come, first-served basis. Only one banner space may be reserved per event. Banner space may be reserved for one week, i.e., from 8 a.m. Monday through 8 p.m. Sunday.

Norris staff review banners and reservations twice a week. Any banner put up without a reservation will be discarded.

There are currently seven sites available to hang banners at the Arch. Banners should be hung only between the trees along the archway. The trees are not numbered; banners should be hung at the first available set of trees coming in from the archway. Banners may be hung only with cord, rope, or twine. Do not use wire, nails, or any other substance that could damage trees. Cutting wind holes in the banner will help keep it from being torn by the wind.

Student groups are responsible for removing banners within 24 hours of the event or on Sunday evening. Banners remaining after the event or past 8 p.m. Sunday will be discarded by Norris staff, and the group may be charged for removal of the banner.

Norris staff are not responsible for saving banners from any posting area. Hanging of banners is at the group’s own risk.

**Chalking**

Chalking is allowed only on campus sidewalks that are exposed to the elements, i.e., not under an overhang. It is not allowed on walls, doors, windows, trees, and lampposts. Spray chalk is permitted if it can be removed with water.

**Painting**

Painting any campus property other than the Rock, including any part of the sidewalks, trees, benches, and/or plaza around the Rock or the stone wall in front of it, is strictly
prohibited. A $300 fine will be levied against individuals, student groups, and/or departments that paint any campus property other than the Rock, including the tree near the Rock.

**Bulletin Boards and Kiosks**
Specific campus departments, including residence halls and residential colleges, maintain some of the bulletin boards inside campus buildings. Other bulletin boards are for general use. These bulletin boards and kiosks are to be used primarily to post information relating to campus events.
Facilities Management personnel periodically remove loose or outdated notices from exterior bulletin boards and kiosks.

**ADDITIONAL POLICIES FOR TECH AND FORD**
The Technological Institute and the Ford Motor Company Engineering Design Center offer student organizations and University departments opportunities to advertise events on designated kiosks and bulletin boards in high visibility areas. These are labeled "For the exclusive use of NU student organizations, University administration, and academic programs."
Do not use bulletin boards inside Tech and Ford that specific departments and programs maintain for their sole use.
Students conducting fundraising and charitable drives must obtain permission in Tech from Jason Grocholski (room L272) and in Ford from Elizabeth Brasher (room 1-217).
Nonstudent salespersons or solicitors are not permitted to solicit in Tech or Ford.
See the complete Tech and Ford publicity policy at www.mccormick.northwestern.edu/undergraduate/#studentgroups.

**Leaflets and Handbills**
Permission to leaflet at the Rock or any other campus location must be obtained from Norris Event Management. Leaflets and handbills may not be distributed in the residence halls or residential colleges.

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**Advertising in Norris University Center**
Norris Center offers student organizations and University departments the opportunity to advertise their events at a general posting location near the main entrance.
Flyers must be no larger than 11 inches by 17 inches. There may be a maximum of five flyers per event per week.

Flyers must be stamped at Norris Information Desk for approval to be posted. Flyers are stamped during normal operating hours by the attendant on duty.

Flyers not stamped at Norris Information Desk will be removed. (Please note that stamping a flyer is for posting purposes only and does not signify approval of content.) Once stamped, flyers are posted by the sponsoring group in the posting area (fabric-covered wall) located on the stairway from the west main entrance to the ground level.

Flyers may be posted with tape or pushpins; they should not be stapled.

All flyers will be removed at closing Sunday evening. New flyers may be posted beginning Monday at noon.

The “Phenomena Board” located on the south wall of the west main vestibule is the posting location for general announcements of apartment rentals, personal items for sale, etc. It is not to be used for event postings.

No other general postings are allowed inside Norris Center. Violators of the posting policy will be fined and have their posting privileges suspended.

Questions about posting policies in Norris Center should be directed to the Norris Information Desk (1-2300).

Inquiries about electronic posting or advertising should be directed to the Norris Marketing Office (7-7113).

**Tabletop advertisements in Norris**

Only members of recognized organizations of the Northwestern community may publicize events using tabletop advertisements in Norris Center, and they must obtain permission from Norris Event Management to do so. Only one group per day may display tabletop advertisements, and only one tabletop advertisement per day may be displayed.

Tabletop advertisements may be reserved for a period of one week per quarter per event.

The use of tabletop advertisements is intended to promote campus events only. Advertisement of commercial activities or off-campus events is prohibited.
Solicitation by Salespersons and Distributors and for Campus Drives
All salespersons and solicitors, including canvassers, distributors, and students conducting charitable drives in Norris Center, must obtain permission from Norris Event Management. Charitable drives may be held only with permission of that office. Nonstudent salespersons or solicitors will not receive such permission. Solicitation or sales in University buildings other than Norris Center may be conducted with the permission of the appropriate living unit officer or University official responsible for that building. Salespersons and solicitors must provide evidence of such permission upon request from any member of the University community. Any person without appropriate permission will be reported to University Police and asked to leave campus if permission is not obtained.

Solicitation at the Rock
No vending or sales by commercial enterprises, whether student enterprises or not, are allowed at the Rock. A student organization may have a fundraiser at the Rock as long as a reservation is made online at www.outdoorevents.northwestern.edu and all appropriate policies are followed.

Solicitation in Norris University Center
Recognized student groups and other University departments who wish to solicit within Norris Center must obtain permission from Norris Event Management. Solicitation may take place only at reserved locations on the ground level. To protect the rights of patrons, distributions or solicitation are not allowed in other parts of Norris Center or immediately outside of Norris Center. Patrons must initiate conversations. Organizations may not approach patrons to hand out materials or petitions or to initiate conversations.

-Amplified sound (i.e., radios, TVs, etc.) is allowed only with permission of Norris Event Management.

Display Boards and Cases in Norris
There are 10 display boards located on the ground floor of Norris Center. They are permanently attached to walls and cannot be moved. They may be used by student groups and University departments only. They may be reserved through Norris Event Management for up to one week per quarter for a specific event or promotion.

**Advertising in Dining HALLS**

Only members of recognized organizations of the Northwestern community are allowed to publicize events using tabletop advertisements in campus dining halls (Allison, Foster-Walker, Elder, Willard, 1835 Hinman, Sargent). Permission must be obtained from the Food Service Office (Parkes Hall, room 132, 1-2020). Permits are also available on the web at [www.northwestern.edu/nucuisine](http://www.northwestern.edu/nucuisine) (click on “Forms and Permits”).

Campus groups will be guaranteed reservation dates only after the tabletop advertisement has been approved by the Food Service Office.

All materials must be submitted to the Food Service Office no later than five business days prior to the event. Tabletop advertisement space is reserved on a first-come, first-served basis.

Only one group per day may display tabletop advertisements, and only one tabletop advertisement per day may be displayed.

Tabletop advertisement space may be reserved for a period of one week per quarter per event.

Reservations may be made up to six months in advance.

Contact the Food Service Office to check availability.

Tabletop advertisements must be for campus events and not for commercial or political activities.

Tabletop advertisements may be no larger than 41/4 inches by 51/2 inches folded lengthwise.

A copy of both an approved form and sample tabletop advertisement signed by the Food Service Office will be proof of authorization.

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**Solicitation in Campus Living Units and DINING HALLS**

The University does not permit door-to-door solicitation within University living units or buildings. Only members...
of recognized organizations of the Northwestern community are allowed to solicit in campus dining halls (Allison, Foster-Walken, Elder, Willard, 1835 Hinman, and Sargent). Permission must be obtained from the Food Service Office. It will be granted under the following conditions:
All arrangements are to be made between the student and the purchaser.
The University is not represented by the licensee.
The University does not endorse or guarantee the product or services.
The University assumes no direct liability for the product or services or for the safety of the student or her/his product.
The University exacts no fees.
The University reserves the right of review and/or revocation for any reason.
The University requires the student to carry this permit on his/her person while engaging in the described enterprise and to surrender it for examination upon request by any member of the University community.
Due to Evanston health department regulations, no food or drink will be sold or distributed.
A student representative of the organization must be present throughout the solicitation, including setup and/or cleanup of equipment, tables, chairs, etc.
Only one solicitation is allowed per dining facility per dining period.
Solicitation approval may be given for a maximum period of seven days per quarter.

**Outside Sound Amplification on University Property**
Campus groups who wish to use projected or amplified sound on University property must request permission through the outdoor events process (www.outdoorevents.northwestern.edu). Requests must be in compliance with local and state ordinances.
The city of Evanston requires a permit for amplified sound and will approve sound permits only for events east of Sheridan Road. The following noise restrictions are strictly enforced at the Rock: Amplified sound is not permitted before 5 p.m. on weekdays. Amplified sound may be allowed after 5 p.m. and on the weekends. No events can disturb University business taking place in any of the

*Current as of September 2010*
adjacent buildings or surrounding areas. If a University official requests a modification in noise level, event organizers must adhere to the request immediately. In certain circumstances, University Police may be called to resolve any differences.

**Political Policy**

*The following is an excerpt from Northwestern's Policy on the Use of University Facilities for Political Activities. The complete policy can be found at* [www.northwestern.edu/general-counsel/policies/political.html](http://www.northwestern.edu/general-counsel/policies/political.html). Northwestern University’s status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office, including by means of the publishing or distributing of statements. Northwestern University recognizes that students, faculty, and staff may wish to participate in the political process and that such participation may, in fact, contain an educational component. Recognized student organizations may reserve University facilities, including lecture halls, outdoor reservable space, and any other space available to all recognized student groups, to conduct organizational meetings or to host, sponsor, and/or publicize an event on behalf of a candidate.

**Violations**

Complaints regarding students or student groups who violate the campus publicity policies and procedures will be referred to the director of the Center for Student Involvement. The director will resolve the matter administratively or refer the complaint to the University Hearing and Appeals System. Sanctions for violations may include but are not limited to fines or University service. For more information about the University’s student disciplinary system, refer to [www.northwestern.edu/handbook](http://www.northwestern.edu/handbook).

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**Using the PlanIt Purple Calendar**
PlanIt Purple is Northwestern University’s web-based calendar. It serves as a central database for events throughout the Northwestern community. Posting your events to PlanIt Purple will help ensure that your events are publicized as widely as possible and will reduce the likelihood of event scheduling conflicts.

Also, please see the PlanIt Purple Calendar Help web site. If you have questions about getting started or would like help learning about the PlanIt Purple calendar, please contact Chris Verkaik, the Weinberg IT Department Assistant.

Weinberg’s main web site has a College events calendar that is automatically generated from the PlanIt Purple database. Individual departments can also put automated feeds of their events onto their web site. To generate an events feed for your department/program web site using the PlanIt Purple database, please contact:

Chris Handzlik,
Weinberg Web Communications Manager.
847-491-7560

Last Updated: July 12, 2010
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Click on the following link for a tutorial on basic PlanIt Purple functions:
http://www.weinberg.northwestern.edu/weinbergit/documents/WCASPlanItPurpleTutorial.pdf

Travel Policies and Procedures

http://www.northwestern.edu/finsys/ps/policies/travel.pdf
Travel Policy for Non-University Personnel
The travel policies and procedures stated in this document apply fully to individuals who are not University faculty or staff, but who are to be reimbursed by the University for University-approved travel, including transportation, lodging, and other travel-related costs. These individuals include guest lecturers or researchers, consultants, and prospective faculty or staff. Funds to support such travel are commonly limited by departmental budgets and/or the terms of sponsored programs. No commitment for reimbursing such expenses should be made before ascertaining that the University’s travel policies and procedures authorize such activities. The appropriate University officer may approve more specific or restrictive policies for individual departments with special needs. Special considerations and additional restrictions apply to travel for non-resident aliens, described at http://www.northwestern.edu/hr/payroll/nonresidentindcont.html.

Honoraria

Honorarium is a payment to confer distinction or to express respect, esteem or admiration for the recipient. It is a token payment. Honoraria are often given in lieu of reimbursing expenses. If payment has been negotiated with the recipient and is given in return for services provided, it should be considered a speaking fee or consulting payment requiring a completed online voucher for contracted services and a fully signed Contracted Services Form and/or invoice.

- Grants normally do not allow for payments of honoraria
- Account Code 75010 should be used to pay for both honoraria and independent contractor and consulting services

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**Important Note about Honoraria**

- It is recommended to use the Contracted Services form, online voucher and paper form, for all honoraria.
- If payments to an individual (honoraria or otherwise) total $600 or more in any calendar year, the IRS requires the University to issue a 1099 tax form to the individual. To issue the 1099 tax form, the University needs the information collected when requesting a Vendor ID. For more information on adding a vendor: http://www.northwestern.edu/finsys/ps/purchasing/purchasingviewvendors.html

Because it may be difficult for departments to know if an individual has received payments from other areas of the University to track if the cumulative payments have reached $600, it is recommended to collect and submit all necessary information for the Vendor ID. Accounts Payable will distribute a 1099 tax form,

Current as of September 2010
Foreign Currency and International Payments
Accounts Payable (AP) can make payments to a foreign country by using a service provided by Travelex Global Business Payments, Inc. (formerly Ruesch International). The payment can be in a foreign currency or U.S. Dollars and paid via a draft/check or electronic funds/wire transfer as required by the vendor.

To make an international payment fill out a Direct Payment Request form and, for wire transfers, also fill out an AP International Wire Transfer Request form. Obtain all needed approvals, and send the DPR, AP International Wire Transfer Request (as required) and pertinent documentation either to Accounts Payable or, for sponsored projects, to ASRSP. For more information, refer to Accounts Payable International and Foreign Currency Payment Procedures.

Electronic Funds (Wire) Transfers
Wire transfers are monitored in Treasury Operations.

For payments to a U.S. bank via electronic funds (wire) transfers in U.S. Dollars, complete the Domestic Electronic Funds Transfer (EFT) Request form and a Direct Payment Request form. The forms require Accounts Payable (except for certain pre-approved regular transfers) and Treasury approval, and then the Bursar initiates the transfer of funds.

Emergency international transfers of funds may also be made via electronic funds (wire) transfers in U.S. Dollars by special request to Treasury Operations. Complete the International Electronic Funds Transfer (EFT) Request form and a Direct Payment Request form. The forms require Accounts Payable (except for certain pre-approved regular transfers) and Treasury approval, and then the Bursar initiates the transfer of funds. Routine electronic funds transfers that have been pre-approved by Treasury Operations follow a modified process. Contact Treasury Operations for details.

New Payment Requirements For Electronic Funds Transfers
Effective September 18, 2009, there are new processing requirements for electronic payments (specifically ACH requests). In the event a payment that you are requesting Northwestern University to make to you by ACH is to be forwarded in its entirety from a U.S. financial institution to a financial institution in another country, please contact the Manager of Accounts Payable (see below for contact information). In such cases, payment will have to be made by check.
Payments to Individuals and Tax Considerations
When making payments to individuals, be aware that there may be income tax considerations. Two areas to note are:

- Research subject fees to an individual of more than $50 per year
- Additional pay to employees for mobile communications devices and service plans

Refer to the Human Resources Policies and Procedures Manual section on Work and Pay for details or contact HR Payroll to discuss individual situations.

U.S. Resident Independent Contractor Payments to Individuals
U.S. resident independent contractor payments to individuals are initiated with both the online voucher and a contracted services form. A fully-completed and signed Contracted Services Form for U.S. Residents, an invoice or other pertinent documentation must be submitted with original signatures to ASRSP and/or OSR, if applicable, and to Accounts Payable via campus mail. Before submitting the Contracted Services Form, the department/school may need to add the contractor as a vendor to NUFinancials through the NUPortal under the Purchasing & Payments tab.

**Important Note**

- For the Contracted Services form (US Residents) original signatures and documentation is required for review. Grant-related expenses must go to ASRSP for review and approval first before routing to Accounts Payable.
- See [http://cafe.northwestern.edu/training/materials.html](http://cafe.northwestern.edu/training/materials.html)

Non-U.S. Resident Independent Contractor Payments to Individuals
Payments to individual non-U.S. resident independent contractors are processed through Payroll except for travel reimbursements (without any associated speaker fees or honorarium), non-tuition refunds, or research subject fees of $50 or less. Refer to the Payments to Non-resident Alien Independent Contractors section of the Payroll website.
Using the Contracted Services Form for U.S. Residents

To make payments to U.S. resident independent contractor individuals submit a completed and signed Contracted Services Form for U.S. Residents to Accounts Payable with the invoice and all pertinent documentation.

Before submitting the Contracted Services Form, the department/school may need to add the contractor as a vendor.

• If applicable, a completed Visitor’s Expense Report documenting pre-approved expenses must accompany the Contracted Services form.

• The Contracted Services Form is used for honoraria, regardless of dollar amount.

• For further information about the Contracted Services Form for U.S. Residents, go to: http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#US

• For information about the Non-U.S. Resident Independent Contractor Payments to Individuals, go to: http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#nontra velnonemp

Navigation:
The form is located on the Financial Policies and Procedures website: http://www.northwestern.edu/finsys/ps/forms/contractedservices.pdf

Note: Each time you open this form, a unique identifying number is assigned to the Contracted Services Form for U.S. Residents as the Request number. Mac users should be sure that a bar code appears. If not, call 1-HELP, option 2.

Step 1: Complete ALL Contracted Services form fields – Example follows

Step 2: Print form, submit for signatures for all applicable approval levels, enter Online Voucher. Supporting Documentation must be originals (cross reference voucher number on paper original) and submit to ASRSP, if applicable, and Accounts Payable.
A. Complete Requestor contact information.
B. The Dept Code is the 3-letter code identifying the department and should be entered in CAPS. This code will be included in the form identifying number automatically. The following link provides a listing of department codes:
C. The Vendor ID field information is found in NUFinancialsàVendorsàVendors InformationàReview Vendors or by using the Cognos SC025 Vendor Info Query-Expanded Search.
D. Select Check Handling.
E. Enter Contractor information.
F. Obtain Contractor’s signature.
G. Enter services expense information including expenses from Visitor’s Expense Report if applicable and chart string.
H. Submit for signature for all levels of approval.
Entering an Online Voucher for Contracted Services with reimbursable expenses

If a contractor is receiving payment for services and is receiving reimbursement for permitted expenses, you can submit ONE online voucher with TWO invoice lines. Services and fees are taxable and need to be on a separate invoice line. A 1099 tax form will be issued to the individual, as applicable. A second invoice line should be added to the online voucher for reimbursable expenses; these are not taxable. There needs to be supporting documentation for each expense:

- A fully executed contract for services (originals for submission) and
- A fully completed Visitor’s Expense Report with receipts (electronic copies for submission).

Note: Invoice Lines separate taxable and non-taxable expenses. Distribution Lines distribute expenses across multiple chart strings.

![Diagram of a voucher entry form]

Documentation must be mailed, not attached for Contracted Services.

Enter an invoice line for each line on the Contracted Services form.

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NEED HELP? Contact the Help Desk at 847-491-HELP (4357) or consultant@northwestern.edu

Current as of September 2010
Using the Visitor’s Expense Report

The Visitor’s Expense Report is primarily for reimbursing individuals who are not University faculty or staff, but who have incurred expenses for University-approved, business-related expenses, including transportation, lodging, and other travel or non-travel costs. The department/school is responsible for informing the visitor of the University’s expense reimbursement policies prior to his/her incurring of expenses, providing the visitor with the Visitor’s Expense Report Form to document expenses, collecting from the visitor the vendor information required for processing the reimbursement, and having all visitor forms properly completed and processed.

For further information about the Visitor’s Expense Report, go to: http://www.northwestern.edu/finsys/ps/travel/planningexpensereimbursements.html#Visitor

Navigation:

The Visitor’s Expense Report paper form and link to Online Voucher are found on the NUPortal https://nuportal.northwestern.edu, under the Purchasing & Payments tab, under the Resource Forms heading at the bottom on the page.

Note: Each time you open this form, a unique identifying number is assigned to the Visitor’s Expense Report as the Request number. Mac users should be sure that a bar code appears. If not, call 1-HELP, option 2.

Step 1: Complete Visitor’s Expense Report fields – Example follows

Step 2: Print form, obtain signatures, attach original documentation, the Expense Policy Exception Request (if applicable), then scan and submit with the Online Voucher as support for the expense.
A. The **Dept Code** is the 3-letter code identifying the department and should be entered in CAPS. This code will be included in the Visitor’s Expense Report identifying number automatically. For a listing of department codes: http://www.northwestern.edu/finsys/ps/forms/DeptCodeLookup.pdf.

B. Your contact information.

C. The **Vendor Code** for the visitor. If the vendor is not in NUFinancials, the vendor information must be added and then retrieved at NUFinancials\Vendor\Vendors Information\Review Vendors or the Cognos SC025 Vendor Info Query-Expanded Search.

D. Visitor section is completed as applicable, including signature. Collect original receipts.

E. Enter chart string *(don’t forget the Account field)*.
ADDITIONAL RESOURCES

VENDORS

Florists

Ixia
http://www.ixiaflowers.com/home.html
1630 Chicago Avenue
Evanston, IL
847-332-1020
“Modern, sophisticated, and elegant floral arrangements for any occasion”
High end, quality work

Preston’s Flowers
http://www.prestonsflorist.com/
1726 Central Street
Evanston, IL  60201
847-864-1816
Nice arrangements, moderately priced, helium balloons available

Petal Service – Donna Buyer
petalservice@aol.com
706 Reba Place
Evanston, IL  60202-2617
847-475-4023

Banners

Kinkos
2516 Green Bay Road
Evanston, IL  60201
475-8650