EVENT PLANNING GUIDE
PLANNING A SUCCESSFUL EVENT AT MCCORMICK

BY: AMY POKRASS, MANAGER OF SPECIAL EVENTS
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MCCORMICK.NORTHWESTERN.EDU/EVENT_PLANNING

JUNE 2016
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HOTEL/RESTAURANT/CATERER CONTRACT/AGREEMENT REVIEW PROCESS

The purpose of event contracts and the review process is to protect your McCormick unit, the school, and the university from liability. Liability may come in unanticipated ways.

99% of contracts/agreements move quickly through the steps. It is the 1% that do not have the proper indemnification clause or coverage that are the focus of the review. We appreciate your cooperation.

• Every hotel booking, restaurant, venue, caterer occasion must have a signed contract/agreement and related documents as required.
  o For drop-off catering that requires a signed catering proposal or confirmation and not a formal contract, dean’s office signatures are not necessary.
• No event should be held without an authorized contract.
• No contract should be endorsed until it has passed through the review process below.
• Liability is of heightened concern when the event includes alcohol, whether it is on or off campus. NU does not carry Alcohol Liability Insurance because we are not in the business of serving alcohol. The vendor must provide Alcohol Liability coverage or no alcohol can be served. Importantly, If your unit is providing alcohol in any manner, even a casual gathering, you are required to hire a licensed bartender.
• NU Preferred Vendors have a COI on file, streamlining the process for you (a good reason to use NU Preferred Vendors).

The document review process is as follows:

STEP 1: McC sponsoring unit obtains agreement/contract (any document which has a signature line requiring McC endorsement) from the hotel/restaurant/caterer/venue. Check the McC contract matrix to determine which additional documents are needed from the vendor.

STEP 2: Submit the correct package of documents to McC Special Events Manager, Amy Pokrass amy.pokrass@northwestern.edu at least 2 weeks in advance of deadline to authorize the agreement.
  • Hotel/event contract/agreement and
  • If applicable, Certificate of Insurance (COI)
  • If applicable, NU Event Rider

STEP 3: McC Event Manager will review the documents and alert the requesting unit to any issues. Once all documents are in order, the McC Event Manager will forward the final set of documents to Associate Dean Alice Kelley for final review and signature. Any remaining issues are brought to the attention of the requesting unit.

STEP 4: Requesting unit provides final signed documents to the vendor. Note: It is important to include all other documents (COI, NU Events Rider) in all correspondence with the vendor.

Allow at least 2 weeks in advance of the deadline from the vendor for the review process.
**CONTRACTS & REQUIRED DOCUMENTATION MATRIX**

Please submit the appropriate documents to the Manager of Special Events. These documents will then be routed to the appropriate party for approval.

✓ = Yes, signed copy of this document is needed. Obtain this document from the vendor.

⌘ = Document not required, however, evaluate whether the planned activity presents an unusual risk before agreeing to not get this document.

✚ = Document is already on file with the University.

*COI must name Northwestern University as "additional insured" or "certificate holder."

<table>
<thead>
<tr>
<th><strong>EVENT</strong></th>
<th><strong>CONTRACT/AGREEMENT</strong></th>
<th><strong>COI</strong></th>
<th><strong>NU EVENT RIDER</strong></th>
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<tbody>
<tr>
<td><strong>DROP-OFF CATERING</strong></td>
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<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
<td>+</td>
<td>⌘</td>
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<tr>
<td><strong>DROP-OFF CATERING</strong></td>
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</tr>
<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
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<tr>
<td><strong>CATERING W/SERVICE</strong></td>
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<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
<td>+</td>
<td>✓</td>
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<tr>
<td><strong>CATERING W/SERVICE</strong></td>
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<td></td>
</tr>
<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>HOTEL ROOM 'BLOCK' RESERVATIONS</strong></td>
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<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
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<tr>
<td><strong>HOTEL ROOM 'BLOCK' RESERVATIONS</strong></td>
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<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
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<td><strong>EVENTS AT A HOTEL</strong></td>
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<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td><strong>EVENTS AT A HOTEL</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>EVENTS AT A RESTAURANT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
<td>+</td>
<td>✓</td>
</tr>
<tr>
<td><strong>EVENTS AT A RESTAURANT</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
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<tr>
<td><strong>EVENTS AT A VENUE/RENTAL SPACE</strong></td>
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<tr>
<td>PREFERRED VENDOR</td>
<td>✓</td>
<td>+</td>
<td>✓</td>
</tr>
<tr>
<td><strong>EVENTS AT A VENUE/RENTAL SPACE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-PREFERRED VENDOR</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
PREFERRED VENDORS

Preferred Vendors are those that have been awarded a contract by PRS for use by all departments and schools. We strongly encourage departments and schools to use Preferred Vendors.

See a list of all Preferred Vendors at:
http://www.northwestern.edu/uservices/purchasing/vendors/

Benefits of Using Preferred Vendors
• Maximizes overall best value to the University
• Ease of ordering
• Improved productivity and efficiency of department personnel
• Reduced risk due to improved contract administration

HOTEL VENDORS

Hilton Orrington
Kathy Koestring, Senior Sales Manager
(847) 566-7927
Kathy.Koestring@hilton.com

Hyatt House
JoAnne Reifel
(847) 864-2300
joanne.reifel@hyatt.com

CATERING VENDORS

The following vendors are categorized by overall pricing and are compared to one another based on cost ($, $$, $$$).

$$ A Tray to Remember/Catering by Michael’s (NU PREFERRED VENDOR)
Emily Proja
(847) 213-5031
eproia@cateringbymichaels.com

Excellent food, service, and pricing. A Tray to Remember has beautiful desserts and interesting hors d’oeuvres for receptions. They also have a wide variety of preselected lunch and dinner menus. Lunch and dinner portions are very generous. Baskets are available in place of the plastic trays. A pick-up fee will be added, but these are great for more formal events. Make sure to request them if you are interested.

$$ Food for Thought (NU PREFERRED VENDOR)
Nicolle Von Helms (Sales Consultant)
(847) 745-5140
nvonhelms@fftchicago.com
http://www.foodforthought-chicago.com/
CATERING VENDORS (CONTINUED)

Food for Thought has an upscale catering division that can be used for cocktail receptions and sit down dinners. They also have a casual Lunchbox Program, offering boxed or buffet lunches and breakfasts, all on disposables. This type of food works extremely well with events where a nice but casual buffet spread is required. One drawback is that Food for Thought can often be very slow in responding to requests.

$$ A Slice of Life – Kosher Catering
Sheldon, (847) 674-2021
sliceoflife@aol.com

$$ Northwestern Catering/Norris (NU PREFERRED VENDOR)
Stephanie Klafert
(847) 467-6114 (7-6110 on campus)
Stephanie.klafert@sodexo.com
https://nucuisine.sodexomyway.com/catering/index.html

The drivers and staff know campus well, making deliveries easy to coordinate. The staff is friendly and responsive. Buffet items are served on non-disposable service ware, and plastic/disposable service ware is provided for guests. Great vendor for continental breakfasts, boxed lunches, buffets & receptions. They set-up nicely, and return to cleanup following the event. Northwestern Catering is the exclusive caterer for Tech Cohen Commons. **VIP service/menus available**

$ Cosi
(847) 328-2050
http://www.getcosi.com/catering.html

$$ Limelight
Eliza Barasa (Sales Consultant)
(773) 883-3080
ebarasa@limelightcatering.com
http://www.limelightcatering.com/

Limelight specializes in upscale, VIP receptions and sit down meals. They use fresh ingredients and present them in a fun, modern way including pushcarts and themed stations. If you are looking to impress, this vendor really understands high quality and special events. Their service is outstanding!

$$ Foodstuffs
Eve Albert
(847) 328-7710 x119
eve@foodstuffs.com
http://www.foodstuffs.com/catering/
CATERING VENDORS (CONTINUED)

Consistent, reliable service, creative designs and menus that are built to suit your needs whether it’s an evening reception, working lunch or a company picnic. Items are displayed on/in nice baskets with gerbera daisies. **VIP service/menus available**

$$ Hearty Boys Catering (NU PREFERRED VENDOR)
(773)244-9866
corporate@heartyboys.com

Hearty Boys offers a creative menu for lunches, dinners, and receptions. The drivers do a wonderful job setting everything up and the presentation is always fantastic. Food can be served on ceramic platters vs. plastic trays, if requested (no additional fee).

$ Einstein Bagels (NU PREFERRED VENDOR)
(847)491-5856
einstein@northwestern.edu
https://nucuisine.sodexomyway.com/catering/einstein.html

$ Panera Bread (Wilmette)
(847)312-5826
http://www.panerabread.com/viapanera/

FLORAL VENDORS

A New Leaf
Laurie
(312) 642-8553
laurie@anewleafchicago.com
http://anewleafchicago.com/index.php
$20 flat delivery rate; Gorgeous arrangements

Ixia, Evanston
Barbara Bellamy
(847)332-1020
ixiaflower@aol.com
http://www.ixiaflowers.com/home.html
Upscale, unique arrangements

Botanicals, Chicago
Casey Cooper (Founder)
(773) 269-3142 x101
casey@botanicalschicago.com
http://www.botanicalschicago.com/home.html

Morning Glory, Wilmette
(847)256-2575
http://www.morninggloryltd.com/
DECORATIVE ELEMENTS VENDORS

BBJ Linens –
(Linen Rental & Slightly Used Linen Available for Purchase)
(847)329-8400
7855 Gross Point Rd.
Skokie, IL
http://www.bbjlinen.com/

Hall’s Rental
(Tables, Chairs, China & Glassware, Etc.)
(847) 929-2222
info@hallsrental.com
http://www.hallsrental.com/

Classic Party Rental
(Cotton Candy, Snow Cone & Popcorn Machines)
(708)485-8010
infochi@classicpartyrentals.com

Penny Burns Balloons
(Creative, Grand Balloon Arrangements)
(773) 581-7679 burnsland@sbcglobal.net
Provided the balloons for Pres. Shapiro’s Commencement & ‘Welcome Week’ Tent events. Great for larger events/venues.

Preston’s Flowers
(Balloons)
(847) 864-1816
http://www.prestonsflorist.com/

TENT VENDOR

Partytime-HDO Productions
Bill Kidd (Vice President)
(847) 967-6800 x106 bkidd@tentprofessionals.com
http://www.hdotents.com/

ENTERTAINMENT VENDORS

Jubal Music, Inc.
Kim Sopata
(773) 793-9993 info@jubalmusic.com
They offer soloists, duos (flute or violin with harp or guitar) or ensembles (from small jazz bands to string quartets).
Shutterbox Photo Booth
Rob McCarty (630) 717-5050  Chicago@shutterboxphotobooth.com
We used a photo booth at the Centennial campus celebration.

**AUDIOVISUAL VENDORS**
If you are hosting an event within McCormick buildings, please contact our in-house team:

**McCormick IT**
media@mccormick.northwestern.edu
McCormick IT will record an event or provide IT equipment and support.

**PHOTOGRAPHY VENDORS**
If you would like to borrow the marketing DSLR camera, please stop by Tech M211.

**Insight Images**
C. Jason Brown
photojb78@gmail.com
(773) 225-5404

**rob hart photo**
Rob Hart
rob@robhartphoto.com
(312) 848-8073

**GIFTS & PROMOTIONAL MATERIALS VENDORS**

**Overture Promotions**
Bobby Hazen
847-573-6086
BobbyH@overturepromo.com

**Corporate Imaging Concepts**
Mike Goldman
847.412.6626
mikeyg@corp-imaging.com

**Club Colors**
Jason Heiss
800-249-2582 x 388
jheiss@clubcolors.com

**4imprint**
Karla Kohlmann
(800) 760-4137
kkohlmann@4imprint.com

**Crystal Cave**
847 251-1160
info@thecrystalcave.us
http://www.engravedcrystal.us/
DEVELOPMENT OF MARKETING TOOLS FOR EVENTS

The McCormick Marketing Department can assist you in exploring ways you can promote your event around campus and the community.

Please contact Emily Ayshford (e-ayshford@northwestern.edu) if you would like to include any of the following in your event planning process:

- Promotion on the McCormick web site (PlanIt Purple)
- Ads in the Daily Northwestern
- Features on the news bulletin
- Banners or signage
- PowerPoint templates with McCormick branding

Feel free to consult the marketing communications guidelines found here: http://www.mccormick.northwestern.edu/resources/offices/marketing/index.html

EVENT RESPONSE TOOLS

Certain Registration
http://www.certain.com/
Advantages: can handle credit card transactions, links directly to NU chart strings
Disadvantages: hard to navigate

EventBrite
http://www.eventbrite.com
Advantages: free service for free events (must pay a surcharge for events with a cost)
Disadvantages: can only accept an invitation (no declines)

Paperless Post
http://www.paperlesspost.com/
Advantages: user friendly, pay a nominal fee per invitation
Disadvantages: limited design templates, cannot turn off envelope

Constant Contact
http://contstantcontact.com
Advantages: invitation is customizable, people can respond yes or no
Disadvantages: hard to make changes to rsvp’s on the back end
ASSIGNING EVENT RESPONSIBILITIES

The following chart has been instrumental in the planning process at McCormick since it specifies the duties, person/group to which each is assigned, and the due date for each task. Creating a template like this and filling in the relevant details can help make all involved parties aware of their responsibilities for the event.

<table>
<thead>
<tr>
<th>EVENT RESPONSIBILITIES</th>
<th>TASK</th>
<th>ASSIGNED TO</th>
<th>DUE DATE</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine event budget</td>
<td></td>
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<tr>
<td>Select and invite the speaker</td>
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<tr>
<td>Select a date</td>
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<tr>
<td>Reserve a room</td>
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<tr>
<td>Post event on calendars &amp; PlanIt Purple</td>
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<tr>
<td>Develop an invitation list (including special guests)</td>
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<tr>
<td>Create and send a save the date</td>
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<tr>
<td>Request a bio, photo, title, and abstract from each speaker</td>
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<tr>
<td>Develop posters/flyers</td>
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<tr>
<td>Create and send invitation</td>
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<tr>
<td>Contact McCormick marketing for any PR needs</td>
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<tr>
<td>Send the speaker pertinent publicity</td>
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<td>Confirm AV needs with the speaker</td>
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<td>Confirm the speaker’s cell number</td>
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<td>Create event brief</td>
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<tr>
<td>Send the speaker a parking pass and directions</td>
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<tr>
<td>Arrange a gift for the speaker, if necessary</td>
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<tr>
<td>Order catering</td>
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<tr>
<td>Route contracts</td>
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<tr>
<td>Order flowers, if necessary</td>
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<tr>
<td>Book a photographer, if necessary</td>
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<tr>
<td>Create &amp; print nametags</td>
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<tr>
<td>For panel events-Create tent cards for the speakers and VIP guests</td>
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<tr>
<td>Prepare remarks for the event host</td>
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<td>Send event reminder</td>
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<tr>
<td>Send the scenario to VIPs</td>
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<td>Place signs where appropriate</td>
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</tbody>
</table>
The following is an example of an EVENT BRIEF. This document should be sent out to all staff and administration associated with the event:

**SAMPLE**

EVENT BRIEF
Evanston Murphy Reception
Thursday, October 9, 6:00pm-8:30pm
Krebbs Classroom & Collaboration Space
2311 Campus Drive

PURPOSE: Annual meeting for Evanston Murphy Society members as well as an opportunity to see the new classroom space and hear about new McC initiatives from Dean Ottino.

ATTENDEES: Dean Ottino, Murphy Society Members

CATERER: Northwestern Catering – 7-6114
Res ID 83241
Arrive for Set-Up 5:00pm; Pick-Up 8:30pm

STAFF: 1 bartender

SET-UP: Hors d’oeuvres will be served buffet style on the counter
Existing tables will be pushed against the south wall. Chairs will be neatly stacked.
Bar will be set up
Small table will be set up near entrance for nametag table

SCHEDULE: 6:00pm  Reception
6:45pm  Remarks from the Dean

MENU: Patty Pan Squash Filled w/Ratatouille
~Baby squash cups roasted into sweetness, filled lightly with ratatouille & capped with savory chevre
Chipotle Maple Bacon Wrapped Chicken
Mini Curried Chicken Tart
Imported Cheese Display w/ Carr’s Crackers
Small Grilled Vegetables with Trio of Dips
~Grilled Vegetable with Trio of Dips
~Dips to include: Roasted Red Pepper Hummus, Pesto Dip with Asiago Cheese and Olive Tapenade
~Served with Pita Bread, Flatbread and Baguettes

TO BRING: Nametags, linen for registration table, signs
# VENUES TO CONSIDER

**TECH, FORD, PANCOE, COOK & SILVERMAN VENUES**

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
<th>CONTACT NAME</th>
<th>CONTACT #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECH CONFERENCE ROOMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean's Conference Room (L250)</td>
<td>18-20</td>
<td>Carol Berry/Jason Grocholski</td>
<td>1-5220, 1-5550</td>
</tr>
<tr>
<td>3rd Floor EECS (L324)</td>
<td>10-40</td>
<td><a href="mailto:conf-res@eecs.northwestern.edu">conf-res@eecs.northwestern.edu</a></td>
<td>1-8172</td>
</tr>
<tr>
<td>ME (B211)</td>
<td>30</td>
<td>Reserve through Outlook</td>
<td>7-6510</td>
</tr>
<tr>
<td>Civil Engineering Conference Room (A230)</td>
<td>30</td>
<td>In person</td>
<td>In person</td>
</tr>
<tr>
<td>ME (A211) (no projector)</td>
<td>10</td>
<td>Reserve through Outlook</td>
<td>7-6510</td>
</tr>
<tr>
<td>IEMS (C211)</td>
<td>22</td>
<td>In person</td>
<td>In person</td>
</tr>
<tr>
<td>BME (E311)</td>
<td>30</td>
<td>Jonathan T. Parker</td>
<td>7-1213</td>
</tr>
<tr>
<td>ChBE (E133)</td>
<td>15-20</td>
<td><a href="mailto:hanna.pahr@northwestern.edu">hanna.pahr@northwestern.edu</a></td>
<td>1-7398</td>
</tr>
<tr>
<td>CEE (A132)</td>
<td>10</td>
<td>Kimberly Kasprzyk</td>
<td>1-3858</td>
</tr>
<tr>
<td>ESAM (M453)</td>
<td>6</td>
<td>Beth Siculan</td>
<td>1-3345</td>
</tr>
<tr>
<td>Willens Wing Atrium 1st Fl. &amp; 2nd Fl.</td>
<td></td>
<td>Reserve through Outlook (Jason Grocholski)</td>
<td>1-5550</td>
</tr>
<tr>
<td>Willen's Wing Conference Rooms 1st &amp; 2nd Floor</td>
<td>8-10</td>
<td>Reserve through Outlook (Jason Grocholski)</td>
<td>1-5550</td>
</tr>
<tr>
<td><strong>FORD CONFERENCE ROOMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITW (1-340)</td>
<td>70</td>
<td>Jason Grocholski</td>
<td></td>
</tr>
<tr>
<td>EECS (3-340)</td>
<td>17</td>
<td>Carolyn Morteza or Marjorie Reyes</td>
<td>7-2691, 7-1333</td>
</tr>
<tr>
<td>MPD (2-310)</td>
<td>8</td>
<td>Karen Healy Stover or Lee Cabot</td>
<td>7-3365, 7-3372</td>
</tr>
<tr>
<td>Co-op (2-340)</td>
<td>15</td>
<td>Reserve in Outlook</td>
<td>1-3366</td>
</tr>
<tr>
<td>Fish Bowl/ MMM Conference Room</td>
<td>10-12</td>
<td>Mecca Perry</td>
<td>7-4013</td>
</tr>
<tr>
<td><strong>PANCOE CONFERENCE ROOMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2401 (Fourth Floor just off elevators)</td>
<td>20</td>
<td>Setong Mavong</td>
<td>1-5521</td>
</tr>
<tr>
<td>Auditorium</td>
<td>100</td>
<td>Before 4pm, Registrar's Office; after Setong Mavong</td>
<td>1-5521</td>
</tr>
<tr>
<td>BMBCB (1401)</td>
<td>25</td>
<td>Call main office</td>
<td>1-5061</td>
</tr>
<tr>
<td>BMBCB (3103)</td>
<td>30</td>
<td>Call main office</td>
<td>1-5061</td>
</tr>
</tbody>
</table>
### COOK CONFERENCE ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Reserve Info</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE (2047)</td>
<td>8-10</td>
<td>Reserve in Cook 2036</td>
<td>1-3537</td>
</tr>
<tr>
<td>MSE (2058)</td>
<td>40</td>
<td>Reserve in Cook 2037</td>
<td>1-3538</td>
</tr>
</tbody>
</table>

### TECH SEMINAR ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Reserve Info</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>M152 (near Tech Express)</td>
<td>56</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td>1-4363</td>
</tr>
<tr>
<td>M164</td>
<td>56</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td>1-4363</td>
</tr>
<tr>
<td>Cohen Commons</td>
<td>56</td>
<td>Jason Grocholski</td>
<td>1-5550</td>
</tr>
</tbody>
</table>

### TECH LECTURE ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Reserve Info</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Auditorium</td>
<td>602</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>LR3</td>
<td>272</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>LR2</td>
<td>272</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>M345</td>
<td>100</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>L361</td>
<td>100</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>LR4</td>
<td>88</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>LR5</td>
<td>88</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
<tr>
<td>LR6</td>
<td>86</td>
<td>Reserve through [R25](Emily Venezia)</td>
<td></td>
</tr>
</tbody>
</table>

### SILVERMAN CONFERENCE ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Reserve Info</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-510</td>
<td>22</td>
<td>Reserve through Outlook</td>
<td></td>
</tr>
<tr>
<td>2-510</td>
<td>22</td>
<td>Reserve through Outlook</td>
<td></td>
</tr>
<tr>
<td>3-510</td>
<td>22</td>
<td>Reserve through Outlook</td>
<td></td>
</tr>
<tr>
<td>4-510</td>
<td>22</td>
<td>Reserve through Outlook</td>
<td></td>
</tr>
</tbody>
</table>

### EVANSTON CAMPUS VENUES

**Cohen Commons – 2145 Sheridan Rd., 4th Floor**
- Reservation Contact: [cohen.commons@northwestern.edu](mailto:cohen.commons@northwestern.edu) 1-5550
- Stunning, newly renovated event space; Built-In AV
- Capacity: 56 = Seated, 101 = Standing/Reception
- Reservation Fees Apply
- Catered events must utilize Northwestern Catering

**Norris Center – 1999 Campus Drive**
- Reservation Contact: [Norris-events@northwestern.edu](mailto:Norris-events@northwestern.edu) 1-2330
- 14 Meeting Rooms, McCormick Auditorium & Louis Room
- Outdoor Spaces Available
- Catered events must utilize Northwestern Catering

**Hardin Hall (Rebecca Crown Center) – 633 Clark Street**
- Reservation Contact: [nya.watkins@northwestern.edu](mailto:nya.watkins@northwestern.edu) 1-8400
- Lovely venue for a reception, buffet, conference or lecture
EVANSTON CAMPUS VENUES (CONTINUED)

Guild Lounge – 601 University Place
- Reservation Contacts: evangeline-johnson@northwestern.edu, 1-4279 OR Norris-events@northwestern.edu 1-2330
- Capacity: 200 = Reception, 130 = Breakfast/Lunch/Dinner, 130 = Lecture Meeting
- Reservation, Rental, Equipment Fees Apply
- Newly renovated space well-suited for receptions and seated meals. There is a built-in sound system & projector. Caterers must be approved by venue – their preferred caterer is Northwestern Catering.

Harris 108 – 1881 Sheridan Road
- Reservation Contact: e-west@northwestern.edu 1-2844
- Beautiful event space perfect for a reception; Outdoor Patio as well, weather permitting
- Capacity: 60 = Seated, 80 = Standing/Reception
- Reservation, Rental, Equipment Fees Apply
- Student Groups and University Classes/Seminars are not allowed

John Evans Alumni Center – 1800 Sheridan Road
- Reservation Contact: jecreservations@northwestern.edu or paulina.kijek@northwestern.edu 1-7200
- Reception Capacity = 120
- Reservation Fees May Apply

OFF-CAMPUS VENUES

Found (restaurant) - http://www.foundkitchen.com/private-events/
(847) 868-8945

Farmhouse (restaurant) - http://farmhouseevanston.com/events/
(847) 492-9700

The Stained Glass (restaurant) - http://thestainedglass.com/private-dining/
(847) 864-8600

Pete Miller’s (restaurant) - http://www.petemillers.com/evanston_privateparties.html
(847) 243-3700

Oceanique (restaurant) - http://www.oceanique.com
(847-864-3435)

CHICAGO CAMPUS FACILITIES
Conference and event space is available at Northwestern Law, Feinberg. There are a variety of venues, with most being modern and overlooking the lake. For inquiries about space and availability, please contact Amy Pokrass at amy.pokrass@northwestern.edu