

NPC Guide to Hosting an Event

Please review the suggested guidelines below to plan your upcoming event at the National Press Club. Your NPC Event Associate will prepare a Banquet Event Order based on your selections. Questions can be directed to Events@press.org or to your NPC Event Associate.

The National Press Club is not responsible for press attendance or coverage at any event

Room Design

- Theater seating
- Round tables with 8/10 seats
- Crescent/half rounds with 6/8 seats
- Classroom seating

Presentation Area

- Podium without microphone
- Head table for panelists #_____
- Fireside chat with armchairs #_____
- Presentation riser

Audio/Visual

- Podium with microphone
- Wireless microphones for panelists (hand mic or lavalier)
- Audience Q&A microphones (hand mic) #_____
- Multibox for direct audio for attending Press
- Flatscreen monitors for visuals (photos, videos, presentations, etc.): 60", 70", or 85"
- Confidence monitor for presenter, on floor
- NPC laptop (client to provide content on thumb drive or email in advance)
- ZOOM component (virtual panelist/audience)

Broadcast Operations Center (BOC)

- Video recording with single/multiple cameras, crew, and lighting
- Livestream services
- Digital audio record only

Services

- Event promotion via Social Media posts, online NPC calendar, or NPC members-only email newsletter
- Still event photography
- Press Release distribution via Cision
- Hired Security

Refreshments

- Coffee, Decaf, and Tea station
- Assorted sodas, teas, and waters
- For Breakfast, Lunch, Dinner, and Reception options please contact your Event Associate for NPC catering menus

Note: No outside AV equipment, outside recording/livestreaming, or outside food & beverage are permitted