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
- □ Hired Security
- □ Press Release distribution via Cision

### Refreshments
- □ Coffee, Decaf, and Tea station
- □ Assorted cookies and brownies
- □ Assorted sodas, teas, and waters
- □ Assorted mini sandwiches

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