Middlebury in DC Event Management Tree:

Policies

Organizer is responsible for:
- Sending invitations and tracking RSVPs;
- Providing a complete participants list to the Office Manager or Director of Middlebury in DC;
- Arranging for food, beverages, and outside help (e.g. bartender);
- Bringing any needed materials including supplies and pre-printed tent cards, name tags, and handouts;
- Orchestrating the use of the videoconferencing equipment at their respective campuses if there is going to be a connection to DC;
- Staffing the event including a registration table when appropriate; and
- Providing greeters (outside of regular business hours) to comply with the building’s security policy.
- Paying for incurred HVAC charges for events before 7:00 am and after 6:00 pm on weekdays, during federal holidays, and during the weekend.

* If outside help is hired, then inform the DC office of the duration of the help because it will affect the end time of the event.

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**End time means when guests must vacate the space to allow for post-event cleanup.**

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Have you hired outside help (e.g. bartender) who will assist with set/cleanup?

- Yes
  - Event must end by 8:00 pm EST
    - Yes
      - Event must end by 7:30 pm EST
    - No
      - Will the event’s organizer or a staff member from the organizer’s department be present to help set/cleanup?
        - Yes
          - Event must end by 8:30 pm EST
        - No
          - Event must end by 8:00 pm EST

- No
  - Will the event’s organizer or a staff member from the organizer’s department be present to help set/cleanup?
    - Yes
      - Event must end by 8:30 pm EST
    - No
      - Event must end by 8:00 pm EST

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What kind of event are you having?

- Reception *
  - Have you hired outside help (e.g. bartender) who will assist with set/cleanup?
    - Yes
      - Event must end by 8:00 pm EST
    - No
      - Will the event’s organizer or a staff member from the organizer’s department be present to help set/cleanup?
        - Yes
          - Event must end by 8:30 pm EST
        - No
          - Event must end by 8:00 pm EST

- Lecture or Meeting *
  - Have you hired outside help (e.g. bartender) who will assist with set/cleanup?
    - Yes
      - Event must end by 8:00 pm EST
    - No
      - Will the event’s organizer or a staff member from the organizer’s department be present to help set/cleanup?
        - Yes
          - Event must end by 8:30 pm EST
        - No
          - Event must end by 8:00 pm EST

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* Please ask about the maximum RSVP threshold for events.
** End time means when guests must vacate the space to allow for post-event cleanup.