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.

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