Feinberg School of Medicine Event Guide

Once you have your space reservation confirmation, please use the below guide as a reference for your event. If you have any questions, or need assistance navigating support for your event, please contact the Facilities Coordinator at julie.bratley@northwestern.edu or (312) 503-1871.

Building/Classroom Access
To access any classroom in the McGaw building, please reserve a classroom key from the Reception desk of Rubloff 12: Shirley Scurlock: s-scurlock@northwestern.edu or (312) 503-8194

Audio/Visual Support
Podium keys to access Specialty AV
- Shirley Scurlock: s-scurlock@northwestern.edu or (312) 503-8194

Training or Support
- NUART: smartcls@listserv.it.northwestern.edu or (847) 467-ROOM
- AV Listing: http://www.it.northwestern.edu/education/classrooms/chicago/index.html
- Videoconferencing: http://www.it.northwestern.edu/conferencing/index.html

Catering
Food/beverage is not permitted inside any classroom spaces in Lurie or McGaw.

For any events in the Lurie building, a table must be set up in the designated “catering set-up” area outside of the corresponding classroom space. For large events, the west side of the Ryan Family Atrium must be reserved.

Housekeeping must be notified for any catering event after-hours or on weekends.

NU Preferred Caters: (http://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/secure/categories/catering.html)
- Amazing Edibles: Diana Streit (diana@amazingediblescatering.com or 312.503.1600)
- Catered by Design: Tami Henry (tamih@cateredbydesign.com or 847.965.4094 ext. 205)
- Catering by Michaels: Emily Prioia (eproia@cateringbymichaels.com or 847.213.5031)
- Food for Thought: Nicolle von Helms (nvonhelms@fftcchicago.com or 847.745.5140) and Brian Kiefer (bkiefer@fftcchicago.com or 847.745.5134)
- Jewell Events: Katherine Piotrowski (kpiotrowski@georgejewell.com or 312.374.8205)
- Limelight Catering: Nicole Orlando (norlando@limelightcatering.com or 773.883.3080)
- Sodexo: Chicago Catering (chicagocatering@northwestern.edu or 312.503.7751)

Housekeeping
Housekeeping must be contacted for all after-hour or weekend events. Housekeeping will review any additional fees that may apply.
- The “Housekeeping Event Request Form” for all weekend and afterhours events can be found on the VEMS Homepage
- Forms should be sent to Facilities Management (facilities-management@northwestern.edu)
  - FM will provide an estimate, based on service needs
    - For reference: $49.70/person/hour (4 hour, 2 person minimum)
**Furniture Moves**
Furniture should not be removed from its original location within classroom spaces, though furniture can be reconfigured. For furniture reconfiguration and removal of the Ryan Family Atrium furniture for events, please complete the Reebie Moving Request Form: (http://sharepoint.reebieallied.com/northwestern/aPages/MoveRequest.aspx)

**Security**
University Police must be contacted for all after-hour or weekend events by emailing your confirmation to universitypolice@northwestern.edu.

McGaw and Tarry are secure buildings and require a Northwestern Medicine ID badge or NU Wildcard for entry. If event participants do not have an NM or NU badge, special arrangements must be made with the FSM Research Office. Please send your name, netID, department, title and email address to fsm-research@northwestern.edu and request access to the eAdvance system.

**Use of rooms on Rubloff 9 and 11**
- Rubloff 9: Please contact the reception desk at (312) 503-8933
- Rubloff 11: Please contact NUCATS at nucats@northwestern.edu or (312) 503-1709