

# Demystifying Working with the Norris Center

Answers to the most common questions asked by student leaders when planning events in Norris...

## *Norris cannot host large events!*

- Pre-Production Meetings with Event Management staff can make any large scale event a reality in Norris. Plan on having one at least a month in advance to go over the details and get advice from Norris on how we can best serve your group's production or conference.
- Louis can hold 500 – 600 person concerts or seated shows of up to 400. Your staging and production size will determine capacity. Norris will need to book the entire floor for these events...so the earlier the notice the better.
- McCormick Auditorium can seat 360 people and Ryan Auditorium (Tech) can seat 600.



## *Norbucks is not a performance space.*

- Norbucks is a coffeehouse and we are more than willing to host events in the space. Though we do require notice so that we can inform patrons that part of the lounge will be unavailable for its usual purpose.
- We would encourage all groups to ask before ruling out possibilities for creative space usage. Spaces like the Ground Floor and Norbucks are reserve-able and Norris can even provide sound equipment.



## *No outside food is allowed in Norris EVER!*

- An exclusive contact with Sodexo does prevent organizations from bringing outside catering into the center, although there are a few exceptions to this rule:  
All donated food and special food requests must be approved by the Associate Director.
  1. Student Group Snack Policy: For organizational meetings only, student organizations are allowed to bring into the Norris Center purchased snack food and beverages not totaling more than \$35 in value.
  2. Special Food Requests: Student organizations requesting to bring purchased food items into the Center must complete and submit the Special Food Request Form at least ten (10) business days prior to the event date – no exceptions. Exceptions to Sodexo's exclusive catering contract will be given to events requiring special dietary considerations or unique cultural food items.
  3. Donated Food Policy: Student organizations requesting to bring donated food items into the Center must complete and submit the Food Donation Form at least ten (10) business days prior to the event date – no exceptions.



## *Norris Catering will not work with us.*

- There are two choices when it comes to catering in Norris. You can order from the regular menu or the specially designed and priced "Student Catering Guide." When looking to cater events be sure to ask about both to best fit your budget.
- Norris Catering will match prices. Get an outside quote and bring it in!



## *Norris has technical equipment ONLY for events in Norris!*

- Norris has technical services equipment available for events everywhere on campus, not solely in Norris.
- Some charges and availability will determine to what extent we can be helpful. But if we cannot help we have great recommendations on outside contractors that know our campus.



# Demystifying Working with the Norris Center

Answers to the most common questions asked by student leaders when planning events in Norris...

*I can just have an event outside whenever I want!*

- All outdoor events at Northwestern must go through Norris Event Management. A team of reviewers ultimately review the request made through the online/web request system and the site itself lists all of the necessary guidelines, requirements, and steps that must be taken by the hosting group.
- Site: <http://www.outdoorevents.northwestern.edu>. As a note, the Associate Director of Norris is the contact person for the process but not the sole decision-maker on events.



*I can request things whenever I want!*

Norris asks for...

- Ten working days notice for: Building hour extension
- Seven working days notice for: Security, Louis Room/McCormick cancellations
- Five working days notice for: Food & Beverage/Catering menu selections, Room set-up requirements, Audio-Visual requests, Cash box requests, Ryan Auditorium cancellations
- Three working days notice for: Confirmation of food service guarantee numbers, Cancellation of food service order(s)
- Two working days notice for: Cancellation of audio-visual equipment
- One working day notice for: Cancellation of meeting room
- This timeline is to make your event easier for you, us, and to take into consideration the rights of the many other groups that utilize our Center. Though we are hardly ever sticklers on many of these requirements they do help us out in making your event a success...and hopefully minimize added stress for you on the day of your event. Last minute requests are a reality and we promise to do our best to help as much as we reasonably can.



*Norris will say NO to everything anyway so don't bother asking!*

- In Event Management we like to say: "Don't be the 'NO' in Norris!" It is our mantra to remind us that we are here to work with you and your organization to make successful events and productions a reality. No matter what idea or plan you have in mind at least run it by us before you or your adviser rule it out. We will do the most and the best we can to make anything possible.



## Norris Event Management - Contact Information:

<http://www.eventmanagement.northwestern.edu>

**Events Planning** – Norris Third Floor Admin, 847-491-2330

Melinda, Dornette, Crystal, and Sebastian

[norris-events@northwestern.edu](mailto:norris-events@northwestern.edu)

**Technical Services** – Norris Underground, 847-491-2335

Seamus and Dan

[s-egan@northwestern.edu](mailto:s-egan@northwestern.edu)

**Norris Center Operations** – Norris First Floor, 847-491-2390

Rich, Dan, Center Managers, and Operations Staff

[richdillon@u.northwestern.edu](mailto:richdillon@u.northwestern.edu)

To make a reservation...

HOURS:

Mon-Fri 8:30 AM to 5:00 PM

PHONE: (847) 491-2330

E-MAIL:

[norris-events@northwestern.edu](mailto:norris-events@northwestern.edu)

ONLINE:

[www.norrisreservations.northwestern.edu](http://www.norrisreservations.northwestern.edu)

