

# Norris & Satellite Venues Event Policies

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## Norris Events Mission Statement

At Norris Event Management, we foster memorable events by cultivating relationships, curating resources, and a commitment to hospitality.

From concept to completion, we are dedicated to creating exceptional client experiences through seamless execution and open communication. We also prioritize our own professional development, and that of our student workers, empowering us all to excel in event management.



# Norris Event Request

## Reservation Process





deadline Please note that late requests may not be able to be accommodated. The following is a partial list of examples.

Changes to room layout or equipment that require additional staff  
Any requests that are past deadlines are asked for day of  
Any requests to provide additional AV equipment, when none had previously been requested

## No Show Policy

In order to accommodate all incoming event requests, organizations are responsible for confirming and honoring their reservations. Organizations that fail to use the reserved space (without prior notification) twice within a quarter will lose their right to meet in Norris for the next quarter.

After the first offense, the reservation contact will be sent a "show warning" email.

After the second offense, the reservation contact will be sent a "no show policy violation" email and the above sanction will be enforced.

## Rates and Fees

All events are categorized into one of four types:

If longer than 15 minutes is needed, or if you would like to test presentations or the AV capabilities of the room, you can request a Tech Rehearsal by contacting Norris Event Planning. Your event planner will book the room to guarantee availability, and the reservation organization is responsible for the cost of that reservation (if applicable).



## Filming in Event Spaces

Norris University Center must approve all filming requests. When approval has been received, a staff member will inform requestor of appropriate use of space with regard to the safety and welfare of the public.

Filming of logos and students is prohibited without obtaining copies of release forms.

## Student Org Theatre Guidelines

Please refer to the complete Norris Theater and Shanley Theater guidelines on the Norris website

<https://www.northwestern.edu/norris/events/eventmanagement/policiesfiles/shanleyguidelines.pdf>

<https://www.northwestern.edu/norris/events/eventmanagement/policiesfiles/norris-theatre-guidelines.pdf>

## Technical Services & Staffing

### A/V Equipment

For events held in Norris spaces, basic/built in A/V equipment is included in your reservation at no additional charge. For more information, contact the Norris University Center at (630) 497-7281.

### Overtime Policy

For any technicians working an event lasting more than 10 hours per day regardless of breaks, or more than 37.5 hours in a week, overtime will be billed at a rate of 1.5x (time and a half).

## Catering / Food Policies

All events in Norris must abide by all Compass Dining policies.

<https://www.northwestern.edu/norris/events/eventmanagement/policiesfiles/compasscatering/policies.pdf>

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