



NGAUS 101

STATE VISITS TO NGAUS

Although state visits to NGAUS are welcomed at any time during the year, many states schedule their “Hill Walks” during February and March following the submittal of the President’s budget to Congress the first week of February, which “kicks off” the legislative process for the upcoming fiscal year.

State visits to NGAUS should be coordinated well in advance with the NGAUS staff and may include the adjutant general, assistant adjutants general for Army & Air, senior commanders and enlisted personnel, company grade officers, state association representatives (president, executive director, and others), Congressional Action Contact Officer (CACO) and others as deemed appropriate by the adjutant general.

The National Guard Memorial (NGAUS headquarters), is located a few blocks from the Capitol, House, and Senate office buildings, and only one block from Union Station and the Metro (see NGAUS 101 - “Where’s NGAUS”). It is a an impressive building, housing the only National Guard museum in Washington, D.C. with a special area dedicated to members of the Guard who earned our Nation’s highest honor, the Congressional Medal of Honor.

Our Hall of States is the perfect location to host a reception (either do-it-yourself, or we can assist with catering recommendations). The Montgomery Conference Room creates a highly professional atmosphere for briefings or round table events, and state-of-the-art audio/visual equipment is available in both meeting areas. And, there is no charge to our members to use our facility, which is a big plus for states on a tight budget.

The NGAUS staff is able to accommodate most requests, and is ready to assist with legislative, industry, member benefit, or other update briefings.

The NGAUS Visit Request Form (Attachment 1) will help ensure every aspect of your visit is coordinated. It serves as a reminder of the services available, and an internal coordination tool for the NGAUS staff. Fax the Visit Request Form to the number indicated to initiate the coordination process.

**One Massachusetts Avenue, NW
Washington, DC 20001
www.ngaus.org
202-789-0031**

NGAUS Visit Request Form

STATE: _____

DATE OF VISIT: _____ TIME OF ARRIVAL: _____

POINT OF CONTACT (POC) NAME: _____

PHONE _____ EMAIL: _____

ALTERNATE POC NAME: _____

PHONE: _____ EMAIL: _____

NUMBER OF PEOPLE: _____ (ATTACH LIST OF ATTENDEES IF AVAILABLE)

BRIEFINGS REQUESTED:

NOTE: VISIT WWW.NGAUS.ORG FOR NGAUS DEPARTMENTS AND STAFF

PRESIDENT _____ LEGISLATIVE _____ INDUSTRY _____
MEMBERSHIP _____ OTHER _____

REQUESTED DATE/TIME OF BRIEFING: _____ / _____

MUSEUM TOUR: YES _____ NO _____

DATE/TIME OF TOUR: _____ / _____

WILL YOU HOST A SOCIAL EVENT: YES _____ NO _____

BREAKFAST DATE/TIME: _____ / _____

LUNCH DATE/TIME: _____ / _____

RECEPTION DATE/TIME: _____ / _____

NOTE: NGAUS STAFF WILL BE AVAILABLE 1/2 HOUR PRIOR TO EARLY MORNING FUNCTIONS (EARLIER IF REQUESTED); STATES SHOULD PROVIDE A REPRESENTATIVE TO GREET VISITORS (CONGRESSIONAL STAFF, ETC.)

FOR CATERING OR SOCIAL EVENT ASSISTANCE, CONTACT: CHRISTIE WREN
202-454-5300 OR EMAIL CHRISTIE.WREN@NGAUS.ORG

WHO WILL BE RESPONSIBLE FOR CLEANUP AFTER YOUR EVENT?

CATERER _____ STATE _____

ARE NGAUS STAFF INVITED TO YOUR EVENT? YES _____ NO _____

LIST STAFF INVITED: _____

ROOMS AVAILABLE FOR MEETINGS OR OTHER FUNCTIONS INCLUDE:

- **MONTGOMERY CONFERENCE ROOM (NO FOOD/BEVERAGES)**
- **HALL OF STATES (MEETING/RECEPTION, FOOD/BEVERAGES ALLOWED)**
(NOTE: BOTH ROOMS HAVE FULL AUDIO/VISUAL & POWERPOINT CAPABILITY)

ROOM REQUESTED: _____ **DATE/TIME:** _____ / _____

ROOM REQUESTED: _____ **DATE/TIME:** _____ / _____

WILL YOU REQUIRE PARKING (EXTREMELY LIMITED)? YES _____ NO _____

LIST ANY SPECIAL REQUESTS: _____

FAX THIS FORM TO THE ATTENTION OF:

PRIMARY CONTACT:

CHRISTIE WREN

PHONE: 202-454-5300

FAX: 202-682-0773

EMAIL: CHRISTIE.WREN@NGAUS.ORG

ALTERNATE CONTACT:

LORETTA FILLS

EXECUTIVE ASSISTANT

PHONE: 202-408-5894

FAX: 202-682-0773

EMAIL: LORETTA.FILLS@NGAUS.ORG