



NATIONAL GUARD ASSOCIATION OF THE UNITED STATES
WALSH-RECKORD HALL OF STATES

One Massachusetts Avenue, NW
Washington, DC 20001

NGAUS STATE VISIT
REQUEST FORM

State: _____ Date of Visit: _____ Arrival Time: _____

Point of Contact: _____

Phone Number: _____ Email: _____

Alternate Point of Contact (Full Name): _____

Phone: _____ Email: _____

Estimated # of Attendees: _____ (Attach list of attendees if available)

FUNCTION SPACE

The following rooms are available for State Visits. Both areas have full audio/visual & PowerPoint capabilities. Please select the required room and provide the date and time.

[] Montgomery Room Date/Time: _____

The official NGAUS boardroom is best used for briefings and meetings. Food and beverages are not allowed.

[] Hall of States Date/Time: _____

This spacious hall can be used for meetings, meals, and reception space. Food and beverages are allowed.

AUDIO VISUAL

- 1. Podium w/microphone []
2. 9'x12' Front Projection Screen and 800x600 XGA LCD Projector []
3. 4-Channel Mixer (required with one or more Shure Mics) []
4. Shure Desktop Microphones (1-3) []
5. Lavalieres (2) []
6. Wireless handheld mics (1-2) []
7. Laser pointer []
8. Wireless Presentation Mouse []

NGAUS BRIEFINGS

NGAUS staff can brief the group on what is being done for National Guard members at a federal level, and provide information on what can be done at a local or regional level. Check the categories of interest or provide specific topics of interest in order to receive more information during the visit.

President [] Membership [] Legislative Affairs [] Industry/Corporate Membership []

Communications, Publications, and Social Media [] National Guard Educational Foundation []

Other topics: [] Specify: _____

Requested NGAUS Briefing Date/Times: _____

Briefing Groups: Army [] Air [] Joint [] (Provide a list of attendees if available)



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MUSEUM TOURS

Take a private tour with the NGEF museum staff and learn more about the galleries, National Guard history, and the artifacts on display.

Would the host state like a private tour of the National Guard Memorial Museum? Yes No

Requested Museum Tour Date/Time: _____

SOCIAL EVENTS & CATERING

NGAUS staff will be available a one-half 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 information, please

Will there be a hosted breakfast? Yes No Date/Time: _____

Will there be a hosted lunch? Yes No Date/Time: _____

Will there be a hosted reception? Yes No Date/Time: _____

Caterer (Contact information for caterers is provided below)

Capitol Q Restaurants Geppetto Catering Paris Caterers Purple Onion

Main Event Caterers None Other _____

Who will be responsible for post-event cleanup? Caterer State

Hall of States Configuration

- Theater Style (250 max)
- Standing Reception (350 max)
- Hollow Square (45 max)
- U-Shape; Outside Seating (35 max)
- U-Shape; Inside/Outside Seating (70 max)
- Registration Table
- Dinner (200 max)
- Panel Table

ALCOHOL SERVICE

The sale of alcohol is prohibited on NGAUS property for insurance and liability reasons. All alcohol served during the event must be purchased ahead of time through the "licensed to serve" caterer and served by a licensed bartender. The caterer's alcohol license must be on file with NGAUS. Please discuss any alcohol service questions and issues during the event with NGAUS staff.

Will there be alcohol served or consumed at the event? Yes No

NGAUS STAFF PARTICIPATION

NGAUS staff like to meet the members. Please check any social events to invite NGAUS staff to attend any part of the state visit. NGAUS encourages visitors to create a save-the-date or RSVP-style invitation to NGAUS staff. Forward the invitation to the administrative assistant or Loretta Fills in the executive office.

Is NGAUS staff invited to join the gathering? Yes No

Please check which events the NGAUS staff may attend:

- Briefing
- Breakfast
- Lunch
- Reception



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PARKING

There is extremely limited parking available in the National Guard Memorial parking garage.

Will you or your guests require parking for your event? Yes No

SPECIAL REQUESTS or VIPs Attending: Click or tap here to enter text.

**Hall of States
Room Description**

The length of the room is 64 feet.

The width of the room is 29 feet 10 ½ inches.

Seating/Standing Maximum Capacity

- ❖ The room will accommodate Theater Style (seating) for 225
- ❖ The room will accommodate Dinner style (seating) for 150
- ❖ The room will accommodate a Standing Reception for 250
- ❖ The room will accommodate U-shape (outside seating only) for 50
- ❖ The room will accommodate U-shape (inside & outside seating) for 110
- ❖ The room will accommodate Hollow square seating for 56



RETURN THIS FORM VIA FAX OR EMAIL TO THE ATTENTION OF:

PRIMARY CONTACT:

Administrative Assistant to Chief of Staff
Phone: 202-454-5305
Fax: 202-682-0773
Email: HOS.Reservation@ngaus.org

ALTERNATE CONTACT:

Stephanie Hooper
Phone: 202-454-5300
Fax: 202-682-0773
Email: Stephanie.Hooper@ngaus.org



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CATERERS

Capitol Q Restaurants

Qdoba | Cosi | Bugaboo | Yo! Sushi

Phone: 202-600-6400

Email: catering@caterdc.com

Point of Contact: Stephanie Valladares

Geppetto Catering, Inc.

4505 Queensbury Road

Riverdale, MD 20737

Phone: 301-927-8800

Fax: 301-927-8801

Point of Contact: Joshua Carin

Paris Caterers

2258 25th Place Northeast

Washington, DC 20018

Phone: 202-635-3500

Cell: 202-905-7159

Fax: 410-741-3973

www.pariscaterers.com

Email: Rebecca@pariscaterers.com

Point of Contact: Rebecca

Purple Onion

416 Maple Avenue, West

Vienna, VA 22180

Phone: 703-631-0050

Fax: 202-842-3556

www.purpleonioncatering.com

Email1: joanie@purpleonioncatering.com

Email2: paige@purpleonioncatering.com

Point of Contact: Joanie Rylander and/or Paige Bryan

Main Event Caterers

3870 S Four Mile Run Drive

Arlington, VA 22206

(703) 820-2028

MainEventCaterers.com