

NATIONAL GUARD ASSOCIATION OF THE UNITED STATES

State Visit Request Form



STATE	DATE OF VISIT	ARRIVAL TIME
ESTIMATED NUMBER OF ATTENDEES	(ATTACH LIST OF ATTENDEES IF AVAILABLE)	

POINT OF CONTACT

FIRST NAME	LAST NAME		
EMAIL ADDRESS		PHONE NUMBER	
MAILING ADDRESS	CITY	STATE	ZIP CODE

ALTERNATE POINT OF CONTACT

FIRST NAME	LAST NAME		
EMAIL ADDRESS		PHONE NUMBER	

FUNCTION SPACE

The following rooms are available for State Visits. Both areas have full audio/visual and 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. Can host up to 65 people. Food and beverages are NOT allowed.
- ☐ **The Hall of States** Date _____ Time _____
This spacious hall can be used for meetings, meals, and reception space. See "Hall of States Configuration" section for seating and capacity options. Food and beverages are allowed.

AUDIO VISUAL

- ☐ Podium with microphone
- ☐ 9'x12' Front Projection Screen and 800x600 XGA LCD Projector
- ☐ 4-Channel Mixer (required with one or more Shure Mics)
- ☐ Shure Desktop Microphones (1-3)
- ☐ Lavalieres (2)
- ☐ Wireless handheld mics (1-2)

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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.

- ☐ The NGAUS President
- ☐ NGAUS Membership
- ☐ Legislative Affairs
- ☐ Industry/Corporate Membership
- ☐ Communications, Publications, and Social Media
- ☐ National Guard Education Foundation
- ☐ Other Topics, Specify: _____

Requested NGAUS Briefing

Date _____

Time _____

Briefing Groups: ☐ ARMY ☐ AIR ☐ JOINT (Provide a list of attendees if available)

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.

- ☐ Private tour of the National Guard Memorial Museum

Requested Museum Tour

Date _____

Time _____

NGAUS STAFF PARTICIPATION

NGAUS staff would 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 Events Coordinator at HOS.Reservation@ngaus.org.

- ☐ NGAUS staff is invited to attend

Please check which events the NGAUS staff may attend

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Briefing | <input type="checkbox"/> Breakfast |
| <input type="checkbox"/> Lunch | <input type="checkbox"/> Reception |

PARKING

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

- ☐ Guests do require parking

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HALL OF STATES CONFIGURATION (if applicable)

- | | |
|---|---|
| <input type="checkbox"/> Theater Style (250 max) | <input type="checkbox"/> U-Shape; Outside Seating (35 max) |
| <input type="checkbox"/> Standing Reception (350 max) | <input type="checkbox"/> U-Shape; Inside/Outside Seating (70 max) |
| <input type="checkbox"/> Hollow Square (45 max) | <input type="checkbox"/> Dinner (200 max) |
| <input type="checkbox"/> Registration Table | <input type="checkbox"/> Panel Table |

SPECIAL REQUESTS or VIPs ATTENDING

Please provide details

HALL OF STATES - ROOM DESCRIPTION

The length of the room is 64 feet.

The width of the room is 29 feet, 10.5 inches.

Seating/Standing Maximum Capacity

The room will accommodate:

- Theater Style (seating) - 225 guests
- Dinner Style (seating) - 150 guests
- Standing Reception - 250 guests
- U-Shape (outside seating only) - 50 guests
- U-Shape (inside and outside seating) - 110 guests
- Hollow Square (seating) - 56 guests

