

# NATIONAL GUARD ASSOCIATION OF THE UNITED STATES

## State Visit Request Form



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

### SOCIAL EVENTS AND CATERING

NGAUS staff will be available one-half hour prior to early morning functions (earlier if requested). States should provide a representative to greet visitors (Congressional Staff, etc.).

- Hosted Breakfast                      Date \_\_\_\_\_                      Time \_\_\_\_\_
- Hosted Lunch                      Date \_\_\_\_\_                      Time \_\_\_\_\_
- Hosted Reception                      Date \_\_\_\_\_                      Time \_\_\_\_\_
- None

Caterer (Contact information for caterers is provided on page \_\_ of this form)

- Capital Q Restaurants                       Geppetto Catering
- Paris Caterers                       Purple Onion
- Main Event Caterers                       Other, Specify \_\_\_\_\_
- None

Post event cleanup party

- Caterer                       Visiting State

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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                              |

### 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.

- Alcohol will be served at this event

### 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 Administrative Assistant to the Chief of Staff at [HOS.Reservation@ngaus.org](mailto: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

### SPECIAL REQUESTS or VIPs ATTENDING

Please provide details

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### 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



### CATERERS

#### Capitol Q Restaurants

Qdoba | Cosi | Bugaboo | Yo! Sushi  
Phone: 202-600-6400  
Email: [catering@caterdc.com](mailto: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](http://www.pariscaterers.com)  
Email: [Rebecca@pariscaterers.com](mailto: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](http://www.purpleonioncatering.com)  
Email1: [joanie@purpleonioncatering.com](mailto:joanie@purpleonioncatering.com)  
Email2: [paige@purpleonioncatering.com](mailto: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](http://MainEventCaterers.com)