

## Allen Center Facility Checklist – vendors and conferences

**PLEASE COMPLETE WITHIN 10 business days of event and RETURN TO: [AC-SP@kellogg.northwestern.edu](mailto:AC-SP@kellogg.northwestern.edu)**

**This house checklist does not cover the details of run of show or the event planning. This is specific to the facility requirements, logistics of installations and the power load requirements of large scale events or filming.**

**Event planning details regarding catering, participant lists, parking, etc. will be covered separately.**

**\*\*It is the expectation and responsibility of the vendor is to protect the facility against damage to walls/floors and furniture while unloading, loading and day to day use. Any damage should be immediately reported to Allen Center facilities environment**

- Please note that the Allen Center is an executive living learning center. Dress code for our students is business casual and support teams should respect the look and feel of the environment.
- There is an extensive collection of rare art in the Allen Center. Sculptures, wall hangings, bases and displays should not be moved or touched in any way . Nothing should be set on art displays or sculpture bases.

### **Request Space**

- What space is required for load in, staging?
- How long for load in, setup, teardown, load out?
  - START DATE
  - END DATE
- Event space times?
- Will space be required for storage?
  - How much?
  - During the event only or before/after/overnight?

### **Power requirements**

- Electric Load – are dedicated circuit(s) required?
- Detail equipment that will be installed and the load required.
- If a mobile generator is required to supply additional power this should be coordinated with Allen Center facilities, NU Electrical shop and a permit is required from City of Evanston.

### **What items are required from Allen Center for the event?**

- Technology?
- Furniture setup needed?

### **Load in**

- Truck unloading needed?
- Verify load in door and route to the event staging/set up
- Protect Carpet tracking from load in to event space
- Clean areas, carpets after work

### **Staging/set up/install**

- No tape or tacks on walls/millwork

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- No hanging items from columns, structures, soffits, doors unless approved
- Protect millwork - work surfaces should have a cover if control panels, mixing boards other equipment mounted countertops so that millwork is not scratched/damaged

### **Load out**

- Loading spot needed?
- Protect Carpet tracking from load out to event space
- Clean areas, carpets after workA final walk through with a Allen Center facilities representative may be required