

NC STATE

College of Education
Friday Institute
for Educational Innovation

FI

Event Packet

Thank you for your interest in hosting your event at the Friday Institute (1890 Main Campus Drive, Raleigh, NC 27606). In order to host a successful event at our facility, there are many logistics to consider, and this document is a resource to assist you with planning and provide answers to commonly asked questions.

In order to best meet our mission and the expectations of our stakeholders, event space is prioritized for programs and groups that have a tangible connection to The Friday Institute, NC State College of Education or the educational community. Our ability to accommodate events for other groups is subject to space and staff availability.

Contact FI Events Manager: Jonathan Barbee (jlbarbe2@ncsu.edu)

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Rental Rates

Rental fees* are a flat rate per day and include the room, furniture setup, in-room AV, NC State Guest WiFi access and onsite AV tech support for the day of your event.

4 small conference rooms are also available to rent at \$125 each per day.

**Rental fees are waived for projects officially housed within the Friday Institute and NC State College of Education. Projects led by Friday Institute or College of Education faculty or staff in partnership with external groups will be subject to rental fees, as they are not classified as internal projects.*

Affiliation	Wachovia (101)	BB&T (109)	Nortel AB (115AB)	Nortel A (115A)	Nortel B (115B)	Discovery (201)
NC State	\$550 for 4 hours or less; \$900 for over 4 hours	\$275 for 4 hours or less; \$450 for over 4 hours	\$275 for 4 hours or less; \$450 for over 4 hours	\$150 for 4 hours or less; \$225 for over 4 hours	\$150 for 4 hours or less; \$225 for over 4 hours	\$225 for 4 hours or less; \$400 for over 4 hours
External	\$750 for 4 hours or less; \$1,100 for over 4 hours	\$475 for 4 hours or less; \$650 for over 4 hours	\$475 for 4 hours or less; \$650 for over 4 hours	\$350 for 4 hours or less; \$425 for over 4 hours	\$350 for 4 hours or less; \$425 for over 4 hours	\$375 for 4 hours or less; \$550 for over 4 hours

What's Included

- The Flood Gallery is included with the rental of Wachovia Innovation Hall. This is often utilized for registration and catering setup.
- A shared catering kitchen is located in the back hallway and may be used as a prep space for your caterer. A refrigerator is available during your event but must be emptied prior to leaving.
- The adjoining courtyard to Wachovia and Nortel with existing furniture is available for your guests to enjoy lunch. Please be mindful that this space is also shared with Centennial Campus Magnet Middle School.
- NC State Guest Wifi, projectors/screens, hardwired computers, connections for personal devices and microphones (Wachovia only) are included with the room rentals.
- After confirming your setup needs with the Events Manager, the furniture set up is included with your rental.
- The Friday Institute Events Manager will coordinate your room reservation, AV needs, furniture set up, and answer any questions. You are responsible for coordinating your own event logistics and catering. Please designate an onsite contact to act as the day-of coordinator as this will not be provided with your rental.

Parking & Transportation

- Parking is free and is located directly outside of the building.
- Overflow parking is in the grass off of Main Campus Drive.
- Our parking lot is shared with Centennial Campus Magnet School, and carpool is from 2:00 p.m. - 2:30 p.m. on school days which can cause congestion in the parking lot.
- Do not park around the parameter of the parking lot, in CCMMS designated parking spots or in the bus lane.

SHUTTLE BUS

- NC State University offers a hired shuttle bus with a 3-hour minimum. Complete a [Bus & Shuttle Reservations Request Form](#) to receive a quote.



Event Space Rules

SCHEDULE

- The event start and end time includes your setup and clean up. This includes testing technology and setting up registration prior to attendees arriving.
- If you are renting furniture, all deliveries must take place during your rental timeframe. Storage space is unavailable.
- The earliest you will have access to the event space is **when the building unlocks at 8:00 a.m.**
- The cut off time for meetings is **5:00 p.m.** If you extend this time, advance approval is required and an after hours fee of \$200 will be applied.
- The event space is unavailable on weekends.
- If you would like to tour the event space prior to your event. An appointment with the FI Events Manager is required. Drop-in visits will not be accommodated, as it may disturb scheduled events.
- You must provide a copy of your event schedule/agenda to the FI Events Manager at least **1 week prior to your event.**

CLEANING & DAMAGE

- Remove all trash and materials from tables after your event has concluded. This includes the Flood Gallery, hallway, reserved meeting room(s) and catering kitchen.
- Painters tape and large sticky pads may be used on the walls.
- You will be billed for any damage to the event space, furniture and/or technology.

SAFETY/SECURITY

- In the event of an emergency call 911.
- In the event the middle school goes under lock down, the Friday Institute will follow suit and lock its exterior doors.
- The meeting rooms remain unlocked. Please take all valuables with you overnight. The Friday Institute is not responsible for any lost or stolen items.
- Furniture will always be set up with aisles for egress in the event of an emergency. Do not block or move anything into the aisle ways or in front of the doors.
- An AED machine is located at the end of the hallway by the restrooms.
- In the event of a fire alarm, the meeting point is at the back left side of the parking lot by the trail map.

PAYMENT

- We will invoice after the event has taken place, with payment being due by check within 30 days. No deposit or prior payment is required.
- NC State groups will be charged via IDT after the event has taken place. **We do not accept ledger 5 accounts for payment.**
- You will be notified in writing if any additional fees are added to your bill.

CANCELLATIONS & FEES

- Event organizers have until **7 days prior to the event** start date to reduce their room reservation or cancel their event. Failure to do so will result in a \$100 cancellation fee.
- As an alternative to canceling, event organizers may coordinate with the Friday Institute Events Manager to reschedule (based on availability) to avoid a cancellation fee.
- If you arrive onsite and request significant furniture changes, an additional fee of \$100 will be applied.
- Failure to clean up will result in an additional \$250 cleaning fee.

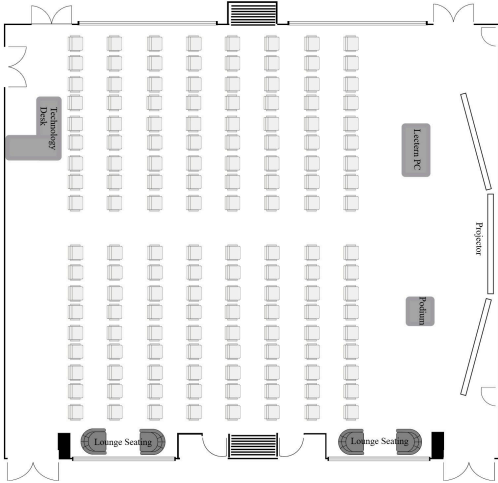
Setup Options

Wachovia Innovation Hall

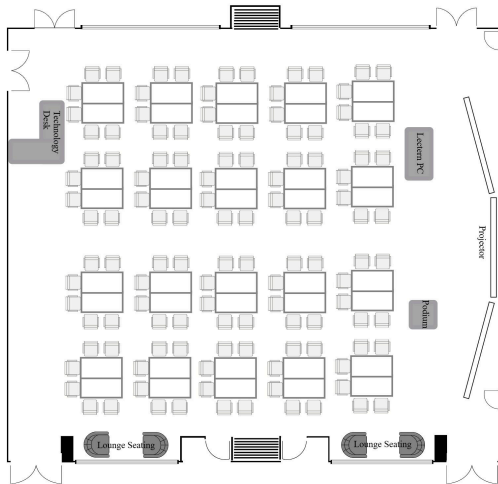
Multiple setup options are available for this room. Please review the seating options and max capacities below. (Use of the Flood Gallery is included with the rental of Wachovia Innovation Hall).

Due to limited staffing, only one type of setup is included with your reservation.

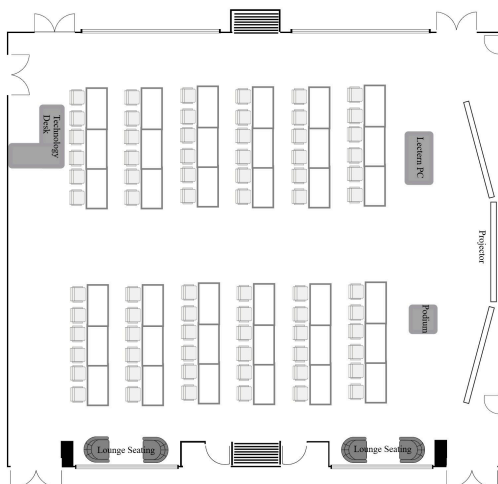
Theater - 144 max



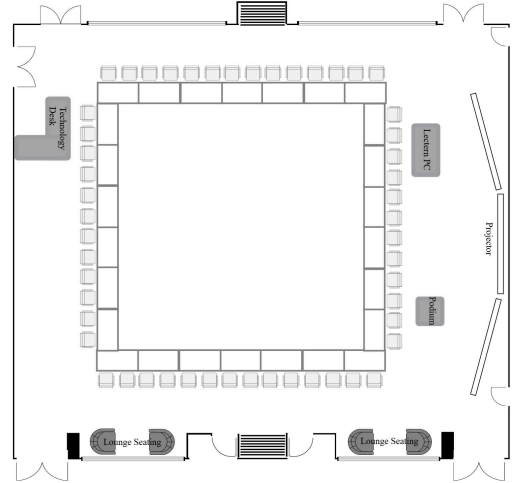
Workshop Pods - 120 max



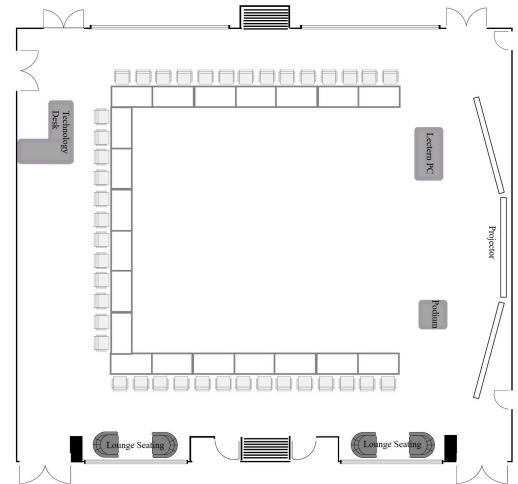
Classroom - 72 max



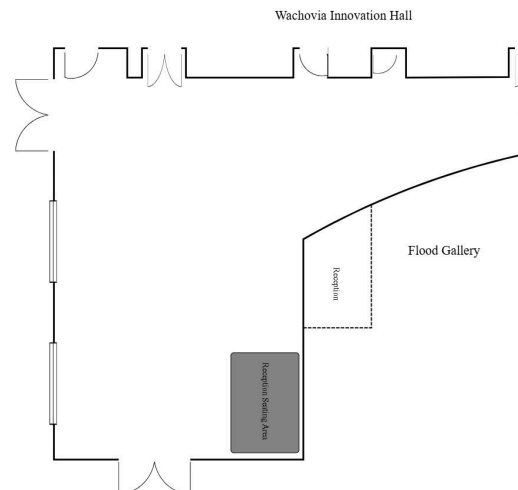
Conference Square - 52 max



U-Shape - 40 max



Flood Gallery



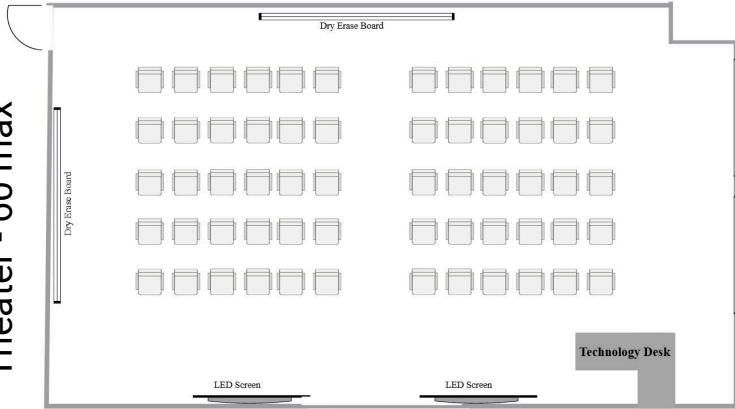
Setup Options

BB&T Multimedia Classroom

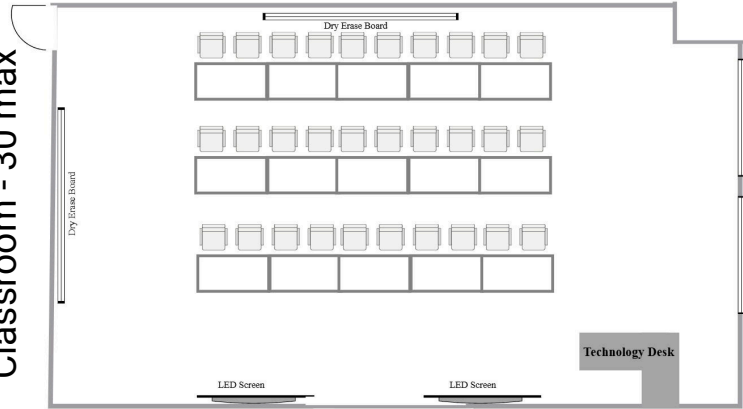
Multiple setup options are available for this room. Please review the seating options and max capacities below.

Due to limited staffing, only one type of set up is included with your reservation.

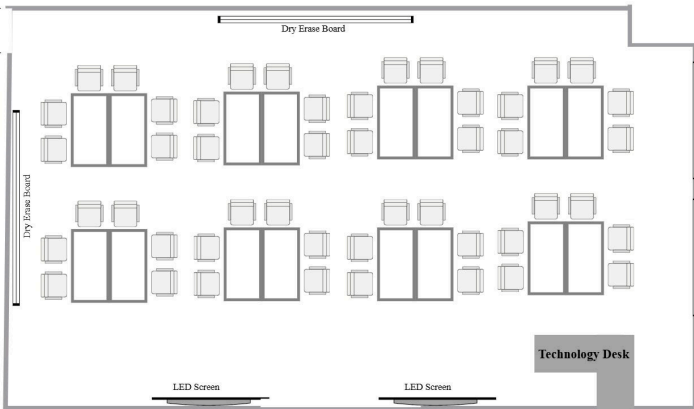
Theater - 60 max



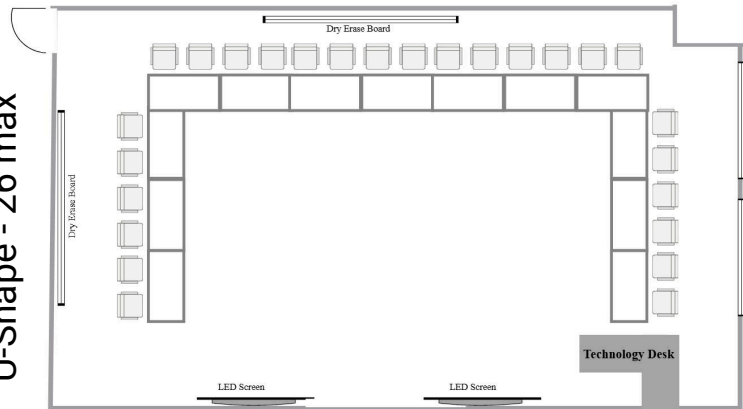
Classroom - 30 max



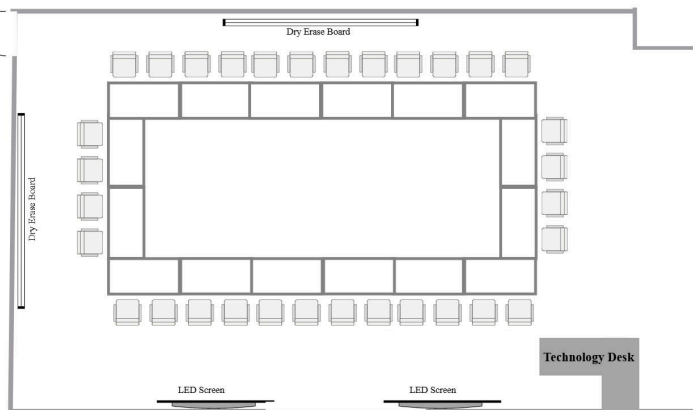
Workshop Pods - 48 max



U-Shape - 26 max



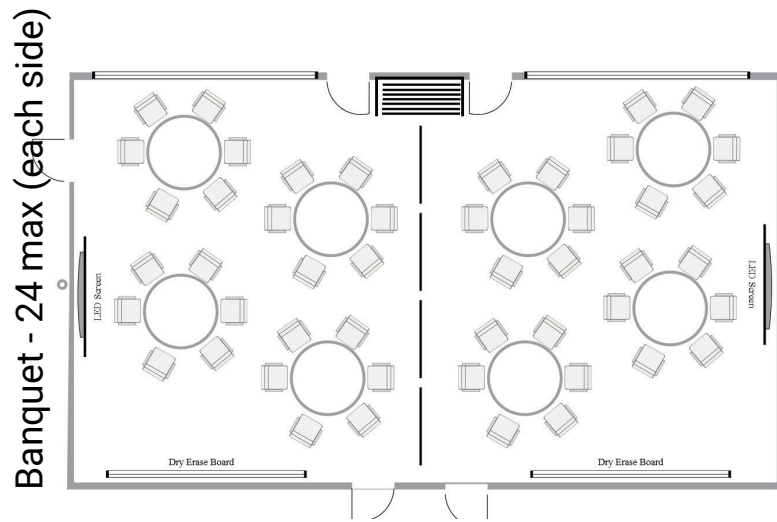
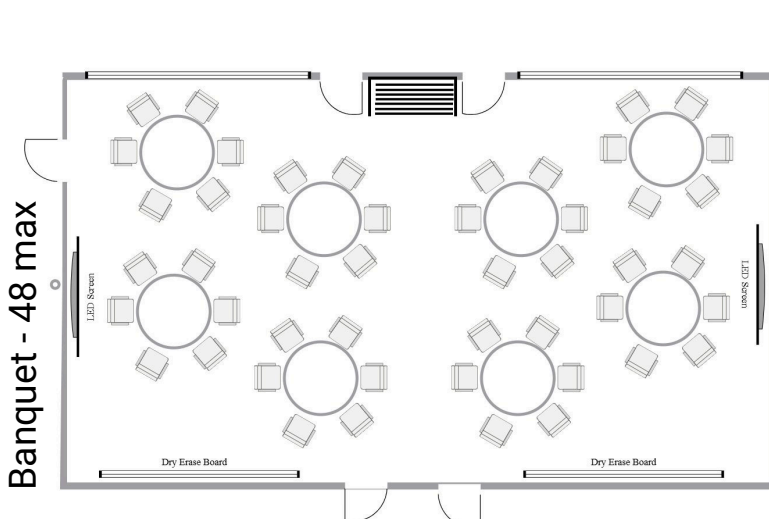
Conference Square - 32 max



Setup Options

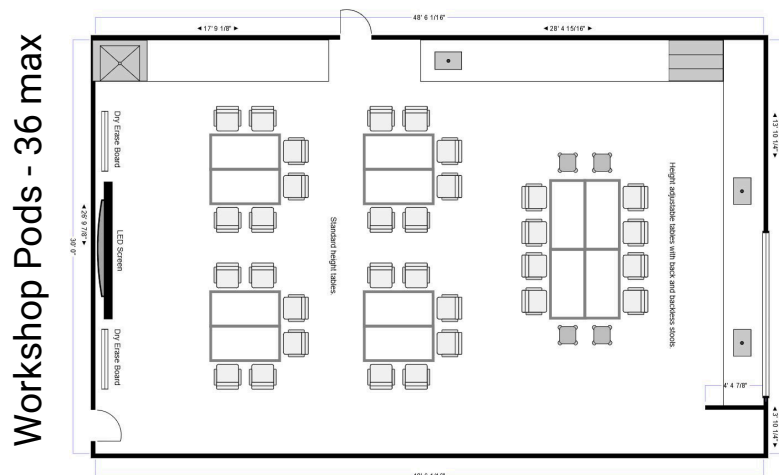
Nortel Workshop AB

The furniture in this room is not reconfigurable. This room can be be rented as one large room or divided and rented as one or two smaller rooms using movable walls. Please review the standard seating option and max capacities below.



Discovery Classroom

The furniture in this room is not reconfigurable; however, multiple seating options are available to promote better comfort, focus and participation. Please review the standard seating option and max capacity below.



AV

We have a staff member onsite to assist you with AV needs. This includes helping you get set up prior to the meeting start time and providing troubleshooting during the meeting. Staff will not remain in the room during the event.

The event schedule and AV needs for your event are due 2 weeks prior to your meeting. We will need to know if your schedule includes a virtual component, panel and/or Q&A requiring multiple microphones (microphones for Wachovia only).

Organizers and speakers should plan to arrive 30 minutes prior to the event start time to test their presentations and do a tech run through with the onsite staff.

COMPUTER

A computer is provided that's already configured to the monitors, audio and cameras in the rooms. A slide advancer will also be provided.

If you plan to use your own laptop, please notify staff in advance. Please note that some corporate and government laptops restrict the ability to display information on another screen.

VIRTUAL/HYBRID

Zoom is the preferred virtual meeting software. We can accommodate Microsoft Teams, but it lacks the functionality you may prefer for your meeting.

- Cameras are mounted in the rooms for optimal display and recording.
- Share your Zoom Meeting ID and Password with the Friday Institute Events Manager prior to the meeting.
- **Do NOT** include a waiting room on your virtual meeting.
- If you plan to record the meeting, be sure to include the record setting when you create the meeting. If using "auto record" select "in the cloud" so you do not risk issues with saving.
- **Please note that our camera setup is for basic recording and virtual presentations. If you would like a professional setup with a dedicated av person monitoring and controlling the camera/recording, [WolfBytes](#) through NC State offers a range of affordable live streaming, video filming, production, editing, web hosting and podcasting services for the NC State campus community.**

PRESENTATIONS

- Provide a deadline to your presenters and save all decks to a cloud-based folder. This will prevent troubleshooting with switching laptops.
- For best performance, **DO NOT use Adobe presentations.** PowerPoint and Google Slides are preferred.
- Notify the AV tech if there is video and/or audio built into a presentation.

WIFI

Attendees may access the NCSU Guest network. Simply select the network and a webpage will be prompted. Click the accept button and you are connected. No password required.

Catering

The Friday Institute does not have in-house catering options. There are no restrictions on which caterer you hire. Listed below are catering companies we recommend. These vendors are familiar with our building and offer excellent service.

Our facility has 5-ft tables that may be used to set up a registration table, buffet and/or beverage station the Flood Gallery/hallways. Please address your setup needs with our Events Manager and the tables will be set up accordingly.

If you are having food delivered to our building, please be sure the order has a name and phone number for someone attending the event. Instruct them to call when they arrive in the lobby so you can meet them or show them to your meeting space. **Delivery Address: 1890 Main Campus Drive, Raleigh, NC 27606.**

Rave! Catering

Rave! Catering is NC State's only full-service caterer (located in Talley Student Union.) They offer prepackaged meals, buffets, full-service breakfasts, lunch, dinners and receptions. In addition to food, Rave! Catering also offers staffing, linens, china, silverware, florals and rentals. **Event orders require at least seven days notice for booking.**

Phone: 919-515-7283 [Website](#)

Office Hours: Monday-Friday 9:00 a.m. to 5:00 p.m.

Catering by Design

Catering Works is an off-premise catering and special event planning company located in Cary, North Carolina. Catering Works offers simple delivery drop off and full service events.

Phone: 984-400-4711 [Website](#)

Office Hours: Monday-Friday 9:00 a.m. to 5:00 p.m.

Hope Valley Diner & Catering

Hope Valley offers a variety of delicious food for breakfast, lunch, dinner, boxed lunches, platters, carving stations, hors d'oeuvres, upscale buffet and full bar service.

Phone: 919-403-7707 [Website](#)

Office Hours: Monday-Saturday 8:00 a.m. to 8:30 p.m.

Ramelles Catering Services

Ramelles Catering Services (RCS) is a premier full service catering company providing exceptional service to the Triangle area and beyond! RCS was created to pay homage to the owner's roots and is best known for creating fusion cuisines drawing from the immense love of different cultures and food.

Phone: 919-457-9480 [Website](#)

Office Hours: Monday-Friday 9:00 a.m. - 5:00 p.m.

Event Planning Checklist

CONCEPT

- Identify WHO is the main point of contact for planning the event. This person must be onsite for the event and be the primary contact for the event request submission.
- Determine your event budget and payment method.
- Review this packet and the Friday Institute Events website.
- Strategize the format of your meeting (speaker, panel, workshop, etc).
 - What is the goal of the event? Why should people attend in person?
- Determine event needs: Two optional dates and times, who is invited, expected headcount, room set up, and the format of your meeting.
 - **TIP:** Timing is everything for attendance. Before choosing a day and time, consider the audience, speakers, holidays and semester schedule.
- Draft your meeting schedule (including setup and clean up time).
- Submit an Friday Institute Event Request.
 - Your event is not secured until the form and room availability have been reviewed. A confirmation will be sent from the Friday Institute Events Team.
- Share your agenda with Friday Institute Events Manager (**2 weeks prior to event**).

REGISTRATION

- Build a registration page to track RSVP ([eventbrite](#) & [Google Forms](#) are free).
 - **TIP:** Set a due date for registration and include it in event communication. This will create a sense of urgency and increase responses.
- Ask attendees if they have any food allergies or dietary restrictions.
- Ask for preferred badge name. (Sometimes people prefer nicknames or titles)
- If you are hosting an event with anyone under 18 years old, you must have signed parent/guardian permission to take photos during the event.
- Send a reminder email to your target audience that registration closes in one week.
- Share your headcount with Friday Institute Events Manager (**1 week prior**).
- Tell Friday Institute Events Manager if you need a registration table in the hallway.
- Coordinate a member of your team to greet attendees at the registration table.

LOGISTICS

- Print Name badges ([Avery badges](#)) are the most affordable option and come with a template to edit and print)
 - **TIP:** At the end of your event, place a box labeled "name badge recycling" in the hallway. You can reuse the plastic sleeves and purchase [paper refills](#) for your next event!
- Coordinate swag giveaways (if applicable)
- Make a "run of show document." This includes the event schedule and any logistics you need to remember onsite (food deliveries, important contact information, etc.)
 - **TIP:** Include a break in your schedule for attendees to stretch and use the bathroom without missing the meeting.

LOGISTICS CONT.

- Save paper! Instead of printing a schedule for attendees, make the schedule a Google Doc that you share in your "know before you go email" OR [create a QR code](#) and place it at the registration table.

CATERING

- Review the catering section for more details.
- Choose a caterer and place your order based on your RSVP headcount.
 - Friday Institute does not restrict which catering service you hire. Choose the brand that's best for your budget and provide clear instructions.
 - **TIP:** During registration, ask your attendees if they have food allergies or restrictions. Convey these details to your caterer.
 - There is a refrigerator in the catering kitchen that's available for seminar meetings. You may use this to store leftovers, snacks or drinks. Just be sure to empty it when you are done for the day.
- Share the caterer arrival time with Friday Institute Events Manager.

AV

- Review AV needs (**1-2 weeks prior**).
- Determine if your event needs to be recorded.
 - Viewership of long recorded seminars, meetings and workshops is typically very low. Therefore, you may not need to record your event.
 - If you are going to record, ask your presenters for permission.
- If you have multiple presenters, communicate a due date for them to send you their slides.
- Load all powerpoints into a Google Drive folder.
 - **TIP:** Make life easier by numbering the files in order of presentation followed by their name.
- A computer is provided in the rooms. Since it's already configured, we recommend you use our devices and pull up the slides from Google Drive.
 - You may use your own laptop, but unforeseen technical errors may occur.
 - **TIP:** Sometimes presenters insist on using their laptop. If it's unavoidable, ask them to arrive early in order to test the connection. Sometimes, corporate/government laptops restrict the ability to share data on a screen.
- Invite presenters to arrive 15-20 minutes early so any AV adjustments or questions can be addressed.
 - This prep time is important for speakers to ask questions and feel confident.

POST-EVENT

- Please take all materials with you after your event.
- Throw away all trash and leave the room clean.
- If a rental fee was agreed upon, you will be charged following the event.
- Share photos, event recording, survey, or event recap with attendees.
- Plan your next event with the Friday Institute!