

Wake Washington Center Event Guidelines

Requesting Use of the Center

We would love to host your event for area Wake Forest constituents. Typical events hosted in the Center include undergraduate classes in the fall and spring, law classes in the spring and summer, alumni workshops, speaker events and panels, volunteer meetings, and networking events. We are happy to help you think through the space configuration that will best accommodate your event.

Please note that academic courses scheduled in the Center take priority over other non-academic events. Classes are typically held on Monday and Wednesday evenings, though smaller meetings that will not disrupt class may still be accommodated within the space. For larger events, Tuesday evenings, Thursday evenings, and weekends are more flexible. Please check with Wake Washington Center staff on whether your event may be accommodated.

To inquire about availability or to schedule a tour of the Center, please contact Jenna Radford at radforjl@wfu.edu or (336) 758-4050.

Wake Washington Center Event Guidelines

Available Spaces

There are several spaces available at the Center for event use. All total, we recommend that your event host no more than 75 guests in the Center to ensure their comfort and ability to mix and mingle with other guests.

Living Room

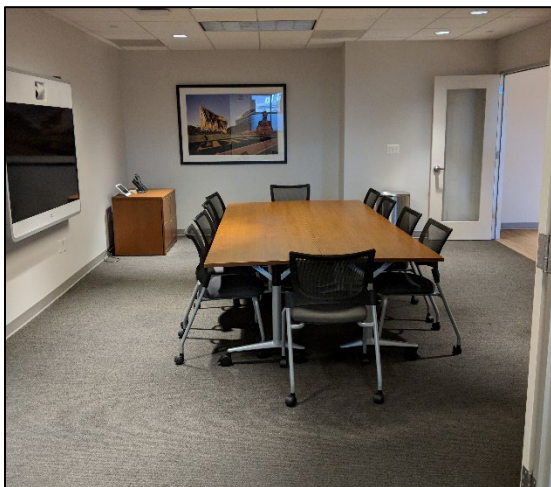
The living room is the main entrance to the Wake Washington Center. It is a tastefully appointed open area, designed to welcome all those who enter the Center and provide a comfortable space for networking with fellow Deacs. For many larger events, the living room is usually the site of event registration near the entrance and the beverage station near the rear of the room.



Living room

Conference Room

The conference room is located immediately to the right of the living room. It is used for smaller gatherings of 8-10 guests, primarily in a boardroom-style setup. We have also utilized the conference room for video conferences between alumni in the Center and students on the Reynolda campus. When larger events are held in the Center, the conference room is usually the designated site for the buffet.



Conference room

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Seminar Room

Down the hall from the conference room is the seminar room which can accommodate up to 20 guests in chairs or standing. The seminar room is where undergraduate classes are held in the fall and spring and where law classes are held in the spring and summer on designated weeknights. Again, academic courses take priority over non-academic events being held in the Center.



Seminar room

Multipurpose Room

Located down the left hallway from the living room, the multipurpose room is the largest room in the Center, able to accommodate up to 60 guests in chairs or standing. This is often the best space for speaker programs and panels, as the space contains voice enhancement equipment to better accommodate such events. We have also used this space to setup a sandwich assembly line to make sandwiches for the hungry through a local charity.



Multipurpose room

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Study Rooms

The Center also has two small rooms that are usually set with a table and 2-4 chairs, each, and can accommodate up to 4 guests. These spaces are ideal for students who need a quiet study space or as coat rooms or storage rooms for larger events held in the Center. These rooms may also be used as hotel space for Wake Forest affiliates visiting the Dupont Circle neighborhood who need a place to work for a short time between meetings elsewhere.



Study room

Wake Washington Center Event Guidelines

General Event Logistics

While parking is not available in the building, there is free street parking available within a few blocks of Dupont Circle and some pay parking available across the street. To load and unload, you may use the loading dock at the rear of the building off 20th Street.

For safety and security reasons, we must inform the front desk of all who will be entering our space. Therefore, event sponsors must provide a list of all guests to the Program Coordinator or Executive Director no later than 48 hours prior to the start of your event.

-If your group is larger than 50 guests, you must print nametags for all guests and staff a registration table in the building lobby. We can provide you with a table.

If you require use of the loading dock for catering or other deliveries, please inform the Program Coordinator or Executive Director so the appropriate arrangements may be made.

Fellow building tenants are responsible for making all necessary arrangements for use of the loading dock and notifying the front desk of guests attending your event.

In an effort to preserve living room amenities, catering and delivery carts may not enter through the front doors. All catering and delivery services bringing in carts and other equipment must utilize the side doors to enter the suite.

Event sponsors are responsible for providing adequate staff for events. This includes setup, registration, floor/suite access, and clean-up.

Event sponsors are responsible for cleaning up following events – picking up items dropped on the floors, cleaning up any spills, picking up after the caterer, and resetting the space per instructions provided by the Program Coordinator or Executive Director.*

-Unless otherwise noted, any extra catering supplies must be removed following events – extra plates, napkins, cups, cutlery, serving utensils, etc.

-While housekeeping cleans our space each night, the Center does have a vacuum and carpet sweeper located in the kitchen for immediate cleaning needs.

Food and beverage stocked in the kitchen refrigerator and cabinets is for Center use only. Event sponsors are responsible for arranging their own food and beverage. Please see the list below of recommended catering vendors. There is also a CVS next door where you may purchase canned and bottled beverages for smaller events.

If you use any A/V equipment, please make sure it is turned off and the projector screen is raised before you leave.

If the heating/cooling systems in the multipurpose room were used, please make sure they are turned off before you leave.

Wake Washington Center Event Guidelines

Special Considerations for After Hours Events

During the fall and spring semesters and several weeks in the summer, academic classes are held in the Center in the evenings. In an effort to limit disruption to classes, we prefer not to schedule events at the same time classes are held unless the event is small enough that it can be accommodated in a single space aside from the seminar room.

Please note that our building doors are locked after 6:00pm and a badge is required for access. If your event takes place outside regular business hours, you will need to provide staff in the building lobby to let guests in the front door and the elevator.

- We recommend having 2 staff present in the lobby – one person to open the front door and check in guests, the other to escort guests to the elevator.
- We will provide you with a contractor badge that will allow you to assist guests in accessing the floor and suite.

If your event requires catering setup and delivery during business hours, please let us know the expected arrival time so we may let the catering staff into the suite.

If your caterer will be delivering or picking up supplies and equipment after hours, please inform the Program Coordinator or Executive Director to ensure the loading dock is available.

Special Considerations for Events during Business Hours

If less than 50 guests are attending your event, guests will be required to show a photo ID and pick up a visitor badge from the front desk. They will need to return their badge to the front desk following the conclusion of your event.

Please let the Program Coordinator or Executive Director know what time you plan to arrive to setup ahead of your event and how long you expect your event to last in order to arrange appropriate access to the building and suite.

If the suite doors are to be unlocked for the duration of the event, the event sponsor is expected to have someone in the suite lobby at all times to monitor guests entering and exiting the suite.

**The Wake Washington Center reserves the right to charge event sponsors following the conclusion of the event for any additional cleaning needed beyond what is reasonable for the size and type of event.*

Wake Washington Center Event Guidelines

Recommended Catering

Below are some recommended catering vendors used by the Center and by other affiliates in the area. The Center is equipped with a small kitchen with a standard-sized refrigerator, but there are no heating appliances available (stove, oven, hotplate, etc.). Caterers may use the kitchen for staging, and there is also an open supply room on the other end of the suite that they may use for staging as well.

Breakfast, Casual Lunches, and Small Receptions (listed most casual to least casual)

[Potbelly](#)

202.349.1610

Potbelly's catering boxes are recommended for casual lunches for small groups. You may select a variety of sandwiches, chips, and cookies. Delivery available.

[Panera To-Go](#)

202.618.1890

Panera has a variety of options for breakfast, lunch, and dinner, from bagels and coffee in the morning to sandwiches, salads, and soups for lunch and dinner. This pick-up/delivery only location is one block from the Center, so you may order and pick up if you like. Delivery available.

[Corner Bakery Café](#)

202.776.9052

Corner Bakery is recommended for smaller events. They cater breakfast and lunch, and tend to have a variety of budget-friendly options available for both. Delivery available.

[Au Bon Pain](#)

202.289.7809

Au Bon Pain offers pastries, bagels, fruit, and yogurt for a casual breakfast. Lunch options include a variety of sandwiches, salads, soups, and desserts. For afternoon meetings, they may provide party platters of fruit, cheese, and finger sandwiches. Delivery available.

[Whole Foods Market](#)

202.332.4300, ext. 211

Kenneth.brown2@wholefoods.com

Whole Foods offers casual selections for breakfast, lunch, and appetizers at affordable prices for smaller events. This includes continental breakfast options, sandwiches or wraps and salads for lunch, desserts, and hot or cold appetizers. Delivery available.

[Cosí](#)

202.639.8999

Cosí is another inexpensive, fast-casual option for breakfast and lunch. They offer everything from baskets of bagels to salad buffets and assorted sandwich baskets. Delivery available.

[Roti](#)

202.499.2091

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Roti offers casual Mediterranean fare for lunch and small dinners. You may select from an assortment of sandwiches, salads, and other entrée items to create a buffet, or you may opt for lunchboxes instead. Delivery available.

[District Taco](#)

202.888.9898

This is a local taco chain that can provide breakfast, lunch, and dinner. You can order a fiesta bar where your guests may assemble their own tacos, or you can order the BYOT where you indicate the kinds of tacos and toppings, and the restaurant assembles them individually. Delivery available for a fee for orders of \$200 or more. Mention Wake Forest and receive a friends and family discount (5%).

[Cava Grill](#)

202.370.6636; scott@cavamezze.com; jon@cavamezze.com

Cava is like a Mediterranean version of Chipotle. You can create a buffet of build-your-own bowls, and they can accommodate various dietary restrictions. A partner at another university recommends reaching out to the catering staff with your budget and dietary restrictions, and they can put the menu together for you.

[Moby Dick House of Kabob](#)

202.833.9788

Moby Dick House of Kabob offers Mediterranean catering options for casual lunches and dinners. You can select from a variety of pre-built catering trays from kabobs to sandwiches to salads. Delivery available for a fee.

[Surfside](#)

202.660.2165

Surfside is a small local place, well known for its tacos. You can order a taco bar for breakfast, lunch, or dinner events, and you can add on salads, vegetable platters, appetizers, and desserts. Delivery available for a fee.

[Creative Catering DC](#)

202.803.7943

Maria Iturralde, maria@creativecateringdc.com

Creative Catering has provided catering for events hosted by other external partners. They can provide breakfast, lunch, or appetizers for small-medium sized events. This is a good option for an all-day meeting where both breakfast and lunch are provided.

[CNF Catering](#)

202.293.0515

CNF Catering is the catering arm of the local restaurant The Well Dressed Burrito. They can provide lunch or appetizers for events of many different sizes. We have mostly used them for drop-off catering and drop-off catering with a bar and bartender. For more casual events, such as a happy hour, they are very reasonably priced.

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Larger Receptions and More Formal Occasions

[Well Dunn Catering](#)

202.543.7878

Rachel Capellari, rcapellari@welldunn.com

Well Dunn has provided excellent service for events hosted in the Center. They can provide china and glassware service, and they are well equipped with mobile cooking elements that can be staged in our kitchen and supply room. They are wonderful to work with for any occasion, and they are great about staying in touch throughout the planning process.

[Susan Gage Caterers](#)

301.839.6900

Susan Gage Caterers does a phenomenal job with catering for more formal events. They provide china and glassware service, and their presentation is always classy and elegant. They have a variety of menu options that can accommodate a number of dietary needs.

Wake Washington Center Events Checklist

Requesting Space

- Determine dates and back-up dates for your event – during business hours or after?
- Estimate the number of guests expected
- Formal event, or casual event?
- Contact Jenna (radforjl@wfu.edu) to see if your dates are available

Planning Your Event

- Schedule a walk-through with Jenna or Jennifer to determine best space(s) for your event and test A/V setup
- Arrange catering – see list of catering options for ideas depending on type of event
- Find volunteers to staff the event
 - Event setup
 - Registration
 - Clean-up (includes resetting the rooms)
- Determine amenities needed
 - Loading dock (contact Jenna if access is needed)
 - Registration table (Center can provide table; will need one in building lobby if 50+ guests)
 - Additional food/beverage, not catered

Week Before Event

- Let Jenna know what time you will arrive to setup
- Let Jenna know the time any catering/equipment will be delivered and picked up
- Send Jenna current estimated headcount

48 Hours Before Event

- Send final guest list, including staff, (first and last names) to Jenna for building entry
- Confirm need for loading dock access for deliveries and pick-up

Event Day – Before Event Starts

- Arrive early to setup space according to needs
- Retrieve contractor badge from Jenna or Jennifer for building entry, if after hours
- Setup registration table in lobby if 50+ guests expected
- Have someone in the lobby to let guests into the building and elevator, if after hours
- Turn on HVAC units in multipurpose room if needed
- Turn on A/V equipment if needed

Event Day – After Event

- Clean up all spills, trash, etc from around the event space; vacuum or sweep if needed
- Reset all rooms according to instructions from Jenna or Jennifer
- Bring registration table back from the lobby to the suite
- Return contractor badge
- Turn off HVAC units
- Turn off A/V equipment