The John Marshall Law School

6watson@JMLS.edu

6watson JMLS.edu

Gary Watson

(312) 987-1420 X 574 $350 for Room that will accom. 350 people

Eleanor Cannon

987-1420 X 573

75-100 people Power point Presentation

Event Planning Guide 8:00 — 5:00 pm

8578

Room for all day

8:30 - 9:00 coffee, rolls, Tea donuts

Start 9:00

Shunta Rhodes Powerpoint

6-0670

US EPA RECORDS CENTER REGION 5

467627

Welcome to The John Marshall Law School.

Thank you for selecting John Marshall as the site for your event. We want your experience here to be an enjoyable one.

Staging an event in an academic facility provides certain benefits and challenges. This guide is designed to help identify those challenges, enabling you to make your event a success. The Event Management Department (EMD) is available at all times to assist you during both the planning and execution of your event.

John Marshall is, first and foremost, a law school. Classes are scheduled throughout the facility at various times. Priority is given to classroom and student activity. The rooms assigned for your event may blend in with the routine class schedule of the school. Your attendees may end up mixing with students as they move about the facility. Your attendees access to services, i.e. telephones, elevators, restrooms, can be impacted by student activity given the day, time, and rooms required for your event. Classes may be scheduled in your room immediately before or after your event.

To help identify factors such as these in planning your event so that they don't create a negative experience for your attendees, the guide is divided into the key logistical issues that you should consider that are unique to the academic environment. As you plan your event, the Event Management Department will help identify any factors that you should give special attention to according to the structure of your program.

Conference Level

The main conference room available for use, located on the 12th floor, is Room 1200. Seating capacity is 156 persons, seated classroom style, 3 persons per 6-foot table. Tables are 18" deep. All tables can be removed from the room to accommodate a variety of seating arrangements. It is a split-level room and can be divided with an airwall. The front section measures 31' wide by 42' long. The rear section is elevated and measures 31' wide by 27' long. Two steps elevate the rear section. The rear section is not wheelchair accessible, however, a ramp can be acquired, at additional charge, for access.

The adjacent meeting room - Room 1203 - has a seating capacity of 24 person's classroom style - 3 persons per 6' table.

Classrooms

Additional classrooms throughout the building may be reserved based on availability. Most classrooms offer a seating capacity of 35 persons seated classroom style. All have tables and chairs that can be moved to accommodate a variety of seating arrangements, subject to scheduled use of the room.

IMPORTANT: Reservations for rooms other than the Conference Level cannot be confirmed prior to the start of the school semester the event is scheduled.

PLANNING TIP: If breakout sessions are considered, before reservations can be confirmed, keep the number of rooms required to a maximum of 4 and schedule the breakout sessions for mid morning or early afternoon. Typically, the largest numbers of unoccupied classrooms are available at these times. Keep the breakout sessions short - 45 minutes to an hour. This will help in accessing a room between morning and afternoon classes.

All classrooms come equipped with a chalkboard or dry-erase white board. Post-it flip charts are available for use, but require advance notice if you plan to use them.

IMPORTANT: Classes may be scheduled in your room immediately before and after your event. To eliminate any inconvenience from student interruption, plan your breakouts to end with sufficient time in advance of a scheduled class. The EMD will keep you informed about the class schedule surrounding your use.

Room Set-up

The EMD will work with you to layout the seating arrangement for your event. Room designs will be restricted to coincide with room use before and after your event. Removal of tables and chairs will be based on availability of storage areas outside the room. Room designs must be determined 5 business days before your event. All rooms will be set-up by the school's maintenance staff.

IMPORTANT: All rooms are equipped with classroom tables measuring 6' X 18". You will need to rent tables and chairs for set-ups requiring different tables, i.e. rounds, serpentines, etc. The EMD will coordinate the rental and set-up of additional equipment with you.

PLANNING TIP: The airwall dividing Room 1200 takes 10 minutes to set-up or takedown. If you plan to split the room during the course of your program to create two breakout rooms, allow sufficient time for the wall to be erected or removed. The maintenance staff is not available between 12:00 pm and 1:00 pm.

Audio Visual Equipment

The Media Services Department offers a full complement of equipment and production services, including overhead projectors, slide projectors, LCD computer projection units, and video playback units. To determine availability of equipment for your program, pricing information, and equipment specifications, contact:

Ben Minnis, Director - Media Services Department
Voice: 312/427-2737 ext 498
Fax: 312/427-2831
E-Mail: 6minnis@jmls.edu

IMPORTANT: Equipment supplied by the Media Services Department is used by regularly scheduled classes. Be sure to check on equipment availability.

PLANNING TIP: Unlike hotels or conference centers, you are not limited to using A/V equipment from the Media Services Department. You may bring in your own equipment or rent elsewhere. The Media Service Department, however, is not available to operate equipment you either bring in or rent from another source.

Program Materials

You may deliver program materials to the school no sooner than 48 hours before the start of your program.

IMPORTANT: The safekeeping of materials is at your own risk. The John Marshall Law School does not assume responsibility for the security or safekeeping of materials. Materials will be available for your access by 7:30 am on the day of your program.

Ship materials to:

The John Marshall Law School
ATTN: Gary Watson
Department of Event Management
315 S. Plymouth Ct.
Chicago, IL 60604

Registration Area

The 12th Floor Conference Level has a specific registration area. The area comes equipped with registration station, display counters and PC tower with PowerPoint for custom animated sign displays.

When your program is scheduled in any other location, be aware that registration may be set up in high-traffic common areas.

IMPORTANT: For areas other than on the 12th floor, registration will be limited to a space not to exceed two (2) 6' skirted tables. All registration materials must be kept either on the tabletop, or concealed under the table. Empty cartons must be removed immediately or stored under the table.

Signs

The EMD will produce signs for the lobby directing your participants to the program check-in area. The signs measure a standard 11" wide X 8.5" high, and fit inside floor stands.

PLANNING TIP: If you prefer, you may produce your own signs following these measurements. They must fit the floor stands. No other signs are allowed in the lobby or common hallways in the school.

IMPORTANT: Signs may not be taped to walls, elevators, or in corridors. Signs taped to walls will be removed. At no time, handwritten or hand printed signs may be put on display. The EMD will coordinate with you to produce signs required at the last minute.

Larger display signs requiring easels may be displayed on the 12th floor only. Signs may not be attached to the walls or hung from the ceilings. The EMD has a variety of easels for your use.

Displays

Display tables may be placed outside of Room 1200 upon approval of the EMD. Display tables cannot impede quick and easy exit from the floor in the case of an emergency. On all other floors, display tables will be limited to inside the assigned rooms.

Services

Restrooms

Restrooms are available on the 12th floor, and other floors in the school. A wheelchair accessible restroom is available on the third floor.

Communications

Public telephones are available on the 12th floor, second floor student lounge, and the lobby.

Messages may be received for you and your attendees. You may inform your attendees to direct incoming calls to number 312/987/1420 ext 578.

Incoming faxes may be received for you and your attendees. Use fax number 312/427-7128 to receive faxes. Incoming faxes will arrive in Room 1202-A. *Outgoing fax service is not available.*

Internet access is available for you and your attendees from 3 kiosks located in the registration area on the 12th floor. Hook up for individual laptops is not available.

Food Service

The John Marshall Law School does not have on-site food service facilities, or an on-site dining room. All food service must be contracted through Tri-Star Catering. Coordinate the food service components of your program with the EMD first, addressing location for food distribution, dining areas, and food schedule. Next, contact Tri-Star Catering to place your food service order.

$5-6/person
5.75/per
David Zoberman

Tri-Star Catering
150 South Wacker Drive
Chicago, Illinois 60606
Voice: 312/368-8266
Fax: 312/368-8413

The EMD will coordinate with Tri-Star Catering the set-up required for your program. All food must be removed at the program's conclusion.

Parking

The John Marshall Law School does not have parking facilities. The closest garage is a half block south of the school on Plymouth Court. Additional public parking lots and garages are located within two blocks in any direction around the school.

Directions

The John Marshall Law School is conveniently located in downtown Chicago, near the intersection of Plymouth Court and Jackson. Plymouth Court is one block west of State St.

From Lake Shore Drive (Route 41)
go west on Balbo to Michigan Avenue, go north on Michigan Avenue to Congress Parkway, go west on Congress Parkway to Plymouth Court, go north on Plymouth Court to the Law School.

From I-55
go east to Lake Shore Drive (Route 41), then follow the above directions.

From I-290
go east to Congress Parkway, continue east to Plymouth Court, go north on Plymouth Court to the law school.

From I-90/94
go to I-290, go east on I-290 to Congress Parkway, continue east to Plymouth Court, go north on Plymouth Court to the law school - or - take I-90/94 to Jackson Boulevard, go east on Jackson to Plymouth Court, go south on Plymouth Court to 315 (the second building on the east side).

CTA "L"
By Loop elevated Orange, Purple, and Brown lines, use the Harold Washington Library stop. The Green elevated line and the Red and Blue subway lines, use the Jackson St. stop.

We hope this information will be of assistance in planning your event.

Should you have any questions, please contact:

The Department of Event Management

Voice: 312/987-1420

Fax: 312/427-7128

E-Mail: events@jmls.edu

The John Marshall Law School
Department of Event Management
315 South Plymouth Court Chicago, Illinois 60604 Voice: 312/987-1420 E-Mail: events@jmls.edu

Invoice

Client

Firm USEPA
Contact Gwen Massenburg
Address 77 W. Jackson Blvd.
City Chicago **State** IL **Zip** 60604

Invoice ID
20

Invoice Date
6/27/01

Event Name
062701 USEPA 0100 8990

Description
Room use fee $350.00

Please pay this amount
$350.00

Payment Details

Check - payable to The John Marshall Law School
X Credit card - MasterCard ___ Visa X

PAID

Account Name Beatrice Gara
CC# [redacted]1690
Exp. Date 7/01.

Questions? Contact Gary Watson - Director, Dept. of Event Management
Voice: 312-987-1420 ext. 574 or email 6watson@jmls.edu