

## Feinberg School of Medicine Event Guide

Once you have your space reservation confirmation, please use the below guide as a reference for your event. If you have any questions, or need assistance navigating support for your event, please contact the Facilities Coordinator at [fmspacerequest@northwestern.edu](mailto:fmspacerequest@northwestern.edu) or (312) 503-1871.

### Building/Classroom Access

To access any classroom in the McGaw building, please reserve a classroom key from the Reception desk of Rubloff 12: Jeri Patterson: [Jeri.Patterson@northwestern.edu](mailto:Jeri.Patterson@northwestern.edu) or (312) 503-8194

### Audio/Visual Support

Podium keys to access Specialty AV

- Jeri Patterson: [Jeri.Patterson@northwestern.edu](mailto:Jeri.Patterson@northwestern.edu) or (312) 503-8194

### Training or Support

- AV Support For AV support, send your request to our AV Team: [fsmavsupport@listserv.it.northwestern.edu](mailto:fsmavsupport@listserv.it.northwestern.edu) or 312-503-5722

### Catering

Food/beverage is not permitted inside any classroom spaces in Lurie or McGaw.

For any events in the Lurie building, a table must be set up in the designated “catering set-up” area outside of the corresponding classroom space. For large events, the “WEST SIDE - Ryan Family Atrium” must be reserved.

Compass, our campus caterer: Compass Group:Compass Group: Chicago Catering ([CateringNUChicago@compass-usa.com](mailto:CateringNUChicago@compass-usa.com) or (312)965-2540) Ashley Burnette- Zegar [Ashley.Burnette-Zegar@compass-usa.com](mailto:Ashley.Burnette-Zegar@compass-usa.com)

Housekeeping must be notified for any catering event after-hours or on weekends.

NU Preferred Caters: (<http://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/secure/categories/catering.html>)

- Amazing Edibles: Diana Streit ([diana@amazingediblescatering.com](mailto:diana@amazingediblescatering.com) or 312.503.1600)
- Catered by Design: Tami Henry ([tamih@cateredbydesign.com](mailto:tamih@cateredbydesign.com) or 847.965.4094 ext. 205)
- Catering by Michaels: Tania Paez ([tpaez@cateringbymichaels.com](mailto:tpaez@cateringbymichaels.com) or 847.213.5036)
- Food for Thought: Nicolle von Helms ([nvonhelms@fftchicago.com](mailto:nvonhelms@fftchicago.com) or 847.745.5140) and Brian Kiefer ([bkiefer@fftchicago.com](mailto:bkiefer@fftchicago.com) or 847.745.5134)
- Jewell Events: Katherine Piotrowski ([kpiotrowski@georgejewell.com](mailto:kpiotrowski@georgejewell.com) or 312.374.8205)
- Limelight Catering: Nicole Orlando ([norlando@limelightcatering.com](mailto:norlando@limelightcatering.com) or 773.883.3080)
- Compass Group: Chicago Catering ([Ashley.Burnette-Zegar@compass-usa.com](mailto:Ashley.Burnette-Zegar@compass-usa.com) or 312.965.2540)

### Housekeeping

Housekeeping must be contacted for all after-hour or weekend events. Housekeeping will review any additional fees that may apply.

- The “Housekeeping Event Request Form” for all weekend and afterhours events can be found on the [EMS Webb App Homepage](#)
- Forms should be sent to Facilities Management ([facilities-management@northwestern.edu](mailto:facilities-management@northwestern.edu))

- FM will provide an estimate, based on service needs
  - For reference: \$49.70/person/hour (4 hour, 2 person minimum)

### **Furniture Moves**

Furniture should not be removed from its original location within classroom spaces, though furniture can be reconfigured. For furniture reconfiguration and removal of the Ryan Family Atrium furniture for events, please complete the Reebie Moving Request Form:

(<http://sharepoint.reebieallied.com/northwestern/aPages/MoveRequest.aspx>)

### **Security**

University Police must be contacted for all after-hour or weekend events by emailing your confirmation to [universitypolice@northwestern.edu](mailto:universitypolice@northwestern.edu).

McGaw and Tarry are secure buildings and require a Northwestern Medicine ID badge or NU Wildcard for entry. If event participants do not have an NM or NU badge, special arrangements must be made with the FSM Research Office. Please send your name, netID, department, title and email address to [fsm-research@northwestern.edu](mailto:fsm-research@northwestern.edu) and request access to the eAdvance system.

### **Use of rooms on Rubloff 9 and 11**

- Rubloff 9: Please contact the reception desk at (312) 503-8933
- Rubloff 11: Please contact NUCATS at [nucats@northwestern.edu](mailto:nucats@northwestern.edu) or (312) 503-1709