

Texas A&M DC Event Toolkit

1620 L St NW, Washington, D.C. 20036



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Welcome

In the center of the capital, Texas A&M University DC is two blocks from the White House and several of our nation's best-known landmarks. Our site occupies a prime location in the hub of Washington D.C. As a result, Texas A&M DC offers diverse students, staff, and faculty a path to connect with government officials, policy makers, and leaders in industries that know being in the Nation's capital is important to their growth.

Our building contains almost 90,000 square feet of space across six floors to welcome Texas A&M students, alumni, and visitors. Particularly, there are ample classrooms, conference rooms, study lounges, and collaborative/huddle rooms. It also features an admissions center, kitchen, snack and beverage stations, and a 150-seat state-of-the-art theater/lecture hall. The first floor greets visitors with a welcome center. There they can learn more about the Bush School DC, Texas A&M, and our robust series of programs and events.

Texas A&M DC Event Checklist:

Pre-Event:

- Has the budget been defined?
- Are the speakers confirmed?
- Do you have staffing for all event needs?
 - At least two people for registration
 - One person on the event room floor
- Have you signed the Facility Use Agreement (if applicable)
- Review AV needs
 - Will Zoom/Teams/Webex be needed?
 - How Many microphones are needed?
 - Will presentations be shown?
 - Will videos be shown?
- Review catering needs
 - Fill out the alcohol approval form – at least one month before the event (if applicable)
 - Bush School DC is a restricted site for alcohol according to Texas A&M and alcohol can only be on site if approved by the Executive Director
 - Alcohol needs to be served by a licensed bartender
- Have you sent a run of the show to your Bush School DC contact?
- What signage will you be displaying?
 - Would you like the digital displays in Bush School DC changed? What images or text would you like displayed?
- Collect certificates of insurance from vendors (if not using vendors already approved by building management)
- Have you provided your vendors with a run of the show?
- Will you need guest badges for your event?
 - Event staff?
 - Caterers?
- Have you provided a catering staff list and arrival/departure times?
- Have you collected presentations from all the speakers?
- Have you provided the attendee, staff, and vendor lists to Bush School DC?

Event Day

- Brief and walkthrough event with onsite staff and Bush School contacts
- Setup attendee chairs and mark off VIP seating
- Finalize AV setup and run test
- Verify cell phone numbers for all working teams (Catering Lead, Staff, AV, Speaker Escort, Event Lead)
- Verify all staff help is ready to go and in place
 - At least two staff in the lobby to escort people from the lobby to the event space

Post Event

- Clean all spaces your group has used and leave the furniture as it was when you arrived
- Return guest badges to the Bush School DC team
- Clean up spaces and return furniture to the original location

Meeting Room Options:

Room Number	Room Type	Room Name	Floor Level	Room Capacity	AV Capabilities
226	Meeting	Business Services Room	2	12	TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Mounted Camera for Hybrid Meetings/HDMI cable for manual hook-up
216	Meeting	2 nd Floor Large Middle Conference Room	2	17	AV Panel/2 TVs as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up/Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers
202	Meeting	2 nd Floor Glass Entrance Conference Room	2	8	TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Mounted Camera for Hybrid Meetings/HDMI cable for manual hook-up
210	Executive	2 nd Floor Executive Conference Room	2	12	TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Mounted Camera for Hybrid Meetings/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)
743	Meeting	7 th Floor Lobby Conference Room	7	10	TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Web Camera for Hybrid Meetings
702	Event	7 th Floor Lecture Hall	7	45	AV Panel/TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Web Camera for Hybrid Meetings/2 Wireless Mics
713	Classroom	Classroom 6	7	12	TV as Computer Screen also acts as a speaker, wireless keyboard, and mouse/USB Plug-In/Camera for Hybrid Meetings
715	Classroom	Classroom 5	7	10	TV as Computer Screen also acts as a speaker, wireless keyboard, and mouse/USB Plug-In/Camera for Hybrid Meetings
714	Classroom	Classroom 4	7	28	AV Panel/TV as Computer Screen, wireless keyboard, and mouse/USB Plug-In/HDMI cable for manual hook-up/2 Cameras for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers/Clicker
717	Classroom	Classroom 3	7	12	TV as Computer Screen also acts as a speaker, wireless keyboard, and mouse/USB Plug-In/OWL Camera for Hybrid Meetings also acts as a wireless microphone/Clicker/USB to USB C Adapter/Barco Clickshare Plug-In

Room Number	Room Type	Room Name	Floor Level	Room Capacity	AV Capabilities
718	Classroom	Classroom 2	7	10	TV as Computer Screen also acts as a speaker, wireless keyboard, and mouse/USB Plug-In /Camera for Hybrid Meetings
721	Classroom	Classroom 1	7	6	TV as Computer Screen also acts as a speaker, wireless keyboard, and mouse/USB Plug-In/Camera for Hybrid Meetings
903	Meeting	Library Conference Room	9	12	TV as Computer Screen also acts as a speaker, wireless keyboard with touchpad/USB Plug-In/Camera for Hybrid Meetings, with microphone included
902	Executive	9 th Floor Main Conference Room	9	18	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/ Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers
912	Event	Gemini Situation Room	9	16	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/ Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers
913	Event	Situation Room 2	9	16	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort) /Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers
914	Event	Situation Room 3	9	16	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/ Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers
915	Event	Situation Room 4	9	16	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/ Camera for Hybrid Meetings, controllable by AV panel/Ceiling Mics/Ceiling Speakers

Room Number	Room Type	Room Name	Floor Level	Room Capacity	AV Capabilities
1003A	Event		10	75	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/Two screens, one acts as an extender or duplicator/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/2 Cameras for Hybrid Meetings, controllable by AV panel/2 Wireless Mics, and 2 Wireless Lavalier Mics/Ceiling Speakers
1003B	Event		10	75	AV Panel/TV as Computer Screen, wireless keyboard with touchpad/Two screens, one acts as an extender or duplicator/USB Plug-In/HDMI cable for manual hook-up (includes adapters for USB C, Mini Display, and DisplayPort)/2 Cameras for Hybrid Meetings, controllable by AV panel / 2 Wireless Mics, and 2 Wireless Lavalier Mics/Ceiling Speakers
1006	Event	10 th Floor Conference Room	10	12	No AV, just a conference room

Catering:

Spilled Milk: For a fully catered option with an attendant Texas A&M DC recommends Spilled Milk Catering. Spilled Milk catering allows you to pick passed appetizers, a cheese and meat station, bar set up, and will have workers for the entirety of the event for your service. Spilled Milk also allows for linen and cocktail table rentals. To order with Spilled Milk, our primary contact is Amit Gulati (amit@spilledmilkcatering.com), when initially contacting Spilled Milk, please also include program Manager, Brenden Chaney (bchaney@tamu.edu) and Events Coordinator, Jennifer Romero (j.romero@tamu.edu) for chain communication.

La Prima Catering: For a more subtle catering option, Texas A&M DC recommends La Prima Catering. La Prima Catering will drop off and set up catered food (including a breakfast bar with coffee, etc., and box lunches) but will not have an attendant on-site for the duration of the event. To order with La Prima Catering, please visit <https://www.laprimacatering.com/> (how to pick a date?) Upon response from La Prima Catering, please include program Manager, Brenden Chaney (bchaney@tamu.edu) and Events Coordinator, Jennifer Romero (j.romero@tamu.edu) for chain of communication.

Spilled Milk and La Prima Catering are approved in Aggie Buy and are available to enter our building per the Certificate of Insurance our building managers need. Should you find another catering who will need to access the inside of the building, they must be able to meet all the building Certificates of Insurance. Please see page 11 for the criteria.

Recommended sandwich and coffee companies with proximity to Texas A&M DC for delivery, or pick up include:

- [Corner Bakery](#) – 1425 K St NW, Washington, D.C. 20005 – 0.3 Mile Walk
- [Panera](#) – 2001 L St NW Suite 100, Washington D.C. 20036 – 0.4 Mile Walk
- [Cosi](#) – 910 17th St NW, Washington, D.C. 20006 – 0.3 Mile Walk
- [Au Bon Pon](#) – 700 13th St NW, Washington, D.C. 20005 – 0.7 Mile Walk
- [Pret a Manger](#) – 1701 K St NW, Washington, D.C. 20006 – 0.1 Mile Walk
- [Le Pain Quotidien](#) – 800 17th St NW, Washington, D.C. 20006 – 0.3 Mile Walk

Please note someone from your group will need to be in the welcome center for catering arrival. It is recommended this person is the direct contact for all catering, as they will assist with letting them into the building and escorting them to the correct floor.

While we cannot provide a rough estimate of costs based on your group's needs, please expect it to be more expensive than the typical rates in College Station.

Parking/Metro:

Parking: For most parking in the city, it is recommended you use the mobile app ParkMobile to pay and keep the meter running from your phone. There are many parking garages within three blocks of our building ranging from \$10 - \$23 for all-day parking. Texas A&M DC recommends the following garages within 100 yards:

- Federal Parking -m1660 L St NW, Washington, D.C. 20036 – 125 ft walk
- Colonial Parking – 1710 L St NW, Washington, D.C. 20036 – 348 Ft Walk
- Public Garage Parking next to City Place Café – 1101 17th St NW, Washington, D.C. 20036 – 367 Ft Walk
- Central Parking – 1667 K St NW, Washington, D.C. 20006 – 0.1 Mile Walk

Metro:

If you choose to use the Metro, the two closest stations are Farragut North (Red Line) and Farragut West (Orange, Blue, and Silver Lines).

Farragut North: 1001 Connecticut Ave NW, Washington, D.C. 20036 - 0.1 Mile Walk

Upon from the subway car, there should be signs notating which exit you are taking. Please follow **Exit to L St**, see below for reference.



When exiting the subway station look for the intersection of Connecticut Ave NW and L St NW. Walk east down L St NW and cross over 17th St. After crossing the street, The Bush School (1620 L St NW) will be on your right.

Farragut West: 900 18th St NW, Washington, D.C. 20006 – 0.2 Mile Walk

Upon exit from the subway car, there should be signs notating which exit you are taking. Please follow **Exit to 17th St**, see below for reference. When exiting the subway station, look for the intersection of 17th St. and K St NW. Walk north up 17th St NW, until you reach L St NW. Walk east down L St. NW and the Bush School (1620 L St NW) Will be on your right.

SmarTrip: <https://www.wmata.com/fares/smartrip/>

SmarTrip® is how to pay for fare on all Metrorail stations in D.C., Maryland and Virginia, Metro parking garages and lots, Metrobus routes, MTA, and partner regional bus providers.

SmarTrip benefits include:

- One payment method for rail, bus, and parking
- Contactless mobile payments on your smartphone and watch
- Auto Reload and never worry about reloading again
- One payment method for rail, bus, and parking
- Balance Protection if your plastic card is lost or stolen

How to use SmarTrip

- **Plastic cards** - tap your SmarTrip card to the circular targets on a rail fare gate, bus fare box, or Metro-owned parking garage target. [Learn more about using plastic SmarTrip® cards →](#)
- **Mobile Pay** - hold your mobile device above the reader at a rail fare gate, bus fare box, or Metro-owned parking garage target. [Learn more about SmarTrip on mobile devices](#)

Washington Metropolitan Area Transit Authority. SmarTrip.

<https://www.wmata.com/fares/smartrip/>. Accessed 22 September 2023.

Please note all subway stations allow you to create your first plastic SmarTrip card, you are able to pay with cash or credit to add funds. However, it is important to note not all subway stations can refill your plastic card with credit but will always have a machine to refill your card with cash. It is recommended to add your SmarTrip card to your mobile wallet.

Hotels:

Please note you are not limited to booking a hotel in the city. If you choose to book a hotel not in the city, it is recommended to check the proximity to a metro line, or factor in the cost of ride-shares.

Please below for a few hotel options within a mile of The Bush School. However, there are a wealth of hotels in the surrounding area that may suit your needs best. The Bush School has a relationship with Capital Hilton if your group needs several rooms.

Hotel	Location	Distance	Star Rating
Capital Hilton	1001 16 th St, NW, Washington, D.C. 20036	0.1 miles away	****
Mayflower Hotel	1127 Connecticut Ave NW, Washington, D.C. 20036	0.1 miles away	****
Hyatt Place	1522 K St NW, Washington, D.C. 20005	0.2 miles away	***
Hampton Inn	1729 H St NW, Washington, D.C. 20006	0.4 miles away	**
Club Quarters Hotel White House	839 17 th St NW, Washington, D.C. 20006	0.3 miles away	***
The Hay-Adams	800 16 th St NW, Washington, D.C. 20006	0.3 miles away	*****
Sofitel Washington D.C. Lafayette Square	806 15 th St NW, Washington, D.C. 20005	0.4 miles away	*****
Hotel Lombardy	2019 Pennsylvania Avenue NW, Washington, D.C. 20006	0.6 miles away	***

Addendum:

For vendors other than Spilled Milk and La Prima Catering, Certificates of Insurances (COI) are needed. Please see COI requirements [here](#) for the criteria needed.