



# Bush School DC - Welcome Center

A key element to making your event a success, the Welcome Center provides a convenient first stop to greet visitors in an environment that artfully showcases Texas A&M's values and brand to prospective students, faculty, and visitors. Our convenient, dedicated street-level entry provides easy and secure access to welcome visitors.

## Secure Access

- ◆ Guests will be greeted at the Welcome Center and either escorted to their destination, or they may be issued access badges which are required to enter all floors and elevators. Short-term visitor and long-term badges can be requested and issued.
- ◆ Guests who enter our facility through the building's main lobby will be directed to the Welcome Center for Texas A&M and Bush School access.

## Point of Contact

- ◆ All events at the Bush School DC should be reflected on the school's calendar with a Point of Contact (POC) listed.
- ◆ The POC is responsible for providing a list of all event attendees to the Bush School Event Manager 48 hours prior to the start of the event.
- ◆ If there are late updates to the list of attendees, they should be sent to [welcomecenterdc@tamu.edu](mailto:welcomecenterdc@tamu.edu) or phone 202-773-0031.

## Event Support

- ◆ The department or group hosting a Bush School DC event must provide adequate staff to facilitate the event, including staff to greet and check in attendees in the Welcome Center.
- ◆ Email the Bush School DC Event Manager for assistance in helping to determine staffing needs.
- ◆ A list of visiting staff and their event assignments should be provided to the Bush School DC Event Manager 48 hours prior to the start of the event.



TEXAS A&M UNIVERSITY  
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