

THE NATIONAL PRESS CLUB

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Rob Shannon
Natl Bureau of Economic Research
1050 Massachusetts Avenue
Cambridge, MA 02138

Member #: 071689
Booking #: 044096
Sponsor : Rob Shannon
Amount Due: \$9,865.98
Date: Wednesday May 08/19
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BANQUET - INVOICE

Date of Function: Thu. May 16/19	Room: Murrow Room	Attendance: 0
Date of Function: Thu. May 16/19	Room: White Room	Attendance: 0
Date of Function: Thu. May 16/19	Room: Lisagor Room	Attendance: 0
Date of Function: Thu. May 16/19	Room: First Amendment	Attendance: 0

1	05/16/19	Murrow Room(1)	2300.00
6	05/16/19	First Amendment(6)	1300.00
BRKB	05/16/19	Breakfast Buffet(1)	1040.00
BREA	05/16/19	Break(1)	180.00
BREA	05/16/19	Break(1)	180.00
LUNS	05/16/19	Luncheon-Seated(6)	2304.00
A307	05/16/19	32" conf monitor(1)	350.00
A332	05/16/19	2 - 60" flatsc/vgada(1)	1275.00
A88	05/16/19	EventWifi 50 connect(1)	300.00
AE03	05/16/19	Lavalier - wireless(1)	170.00
AE05	05/16/19	Audio mixer board(1)	175.00
AE44	05/16/19	Table microphones(1)	195.00
AE49	05/16/19	Podium (no mic)(1)	60.00
AE7	05/16/19	Set & Strike AV \$175(1)	175.00
AV60	05/16/19	Sound System(1)	160.00
AV93	05/16/19	a/v tech for 7 hrs(1)	525.00
MI88	05/16/19	Riser 6' x 8'(1)	300.00
A382	05/16/19	Pod/mic & soundsystem(6)	285.00
AV62	05/16/19	60" Flatscrn Monitor(6)	725.00

Booking Name: NBER

Rooms	3,600.00
Services	3,704.00
Equipment	4,695.00
Service Chg	740.80
Sales Tax	726.18
Subtotal	\$13,465.98
Dep/Pynt Received	\$3,600.00
Total	\$9,865.98

Thank you for your patronage. Any questions, please call your event sales associate.

RS

National Press Club

529 14th Street, NW 13th Floor Washington, DC 20045 Website: Press.Org

Telephone: 202-662-7500 Fax: 202-662-7512

BANQUET EVENT ORDER #044096

Event Name: NBER
Address: Natl Bureau of Economic Research
 1050 Massachusetts Avenue
 Cambridge, MA 02138

Member Name:
Member No: 071689
Telephone:

Contact Name: Rob Shannon
Salesperson: Cara Lanza 202-662-7522

Contact Tel: 617-588-0384
Contact Fax:
Contact Email: rshannon@nber.org

Date	Time	Function	Setup	Exp.	Guar.	Room	Room Rental
Thursday May 16/19	8:00a - 3:00p	Meeting	See notes below	0	0	Murrow Room	\$2,300.00
Thursday May 16/19	8:00a - 3:00p	Meeting	See notes below	0	0	White Room	\$0.00
Thursday May 16/19	8:00a - 3:00p	Meeting	See notes below	0	0	Lisagor Room	\$0.00
Thursday May 16/19	12:00p - 1:00p	Meeting	See notes below			First Amendment	\$1,300.00

Food						
Date	Service Time	Service Type	Description	Qty	Charge	Total
May 16/19	7:45a	Breakfast Buffet	Murrow Room			
			Yogurt & Wholesome Grains Station	35.00	\$18.00	\$630.00
			Variety of Individual Yogurt Cups	0.00	\$0.00	\$0.00
			with Fresh Fruits & Honey	0.00	\$0.00	\$0.00
			House-made Granola	0.00	\$0.00	\$0.00
			Whole Grain Muffins or Grain Bread	0.00	\$0.00	\$0.00
			Cream Cheese & Country Sour Cream- Butter, Jams & Marmalade	0.00	\$0.00	\$0.00
			Chilled Orange & Cranberry Juice	0.00	\$0.00	\$0.00
			Coffee, Decaf and Herbal Teas	0.00	\$0.00	\$0.00
			Fresh Sliced Fruit & berries w/cont	35.00	\$6.00	\$210.00
			Sodas, Mineral Waters, Honest Teas all day count estimate	50.00	\$4.00	\$200.00
	10:00a	Break	Murrow Room			
			Coffee, Decaf, Tea by the gallon	3.00	\$60.00	\$180.00
			Mineral Water, Bottled Juices, soda	0.00	\$4.00	\$0.00
	11:45a	Luncheon-Seated	First Amendment			
			pre-set salad and dessert	0.00	\$0.00	\$0.00
			arugula, marinated mush, goat chees	48.00	\$48.00	\$2,304.00
			peruvian roasted chicken	0.00	\$0.00	\$0.00
			rice pilaf, chimichurri sauce	0.00	\$0.00	\$0.00

PS

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	roasted sweet onion, tri peppers	0.00	\$0.00	\$0.00
	key lime tart	0.00	\$0.00	\$0.00
1:00p Break	Murrow Room			
	Coffee,Decaf,Tea by the gallon	3.00	\$60.00	\$180.00
	Sodas	0.00	\$4.00	\$0.00
	Mineral Water, Bottled Juices	0.00	\$4.00	\$0.00

Setup Notes

Description

conference rooms from 8am to 3pm (break for lunch in 1st amendment and then come back)
 theater style for 55, risers with head table for 6 with 3 table mics and podium/no mic to the side
 in murrow room, buffet table outside, 2 reg tables outside with 4 chairs, replenish bev's for 10:15
 and 1pm breaks

1st amendment 12pm luncheon
 rounds of 8 for gtd, pod/mic, pre-set salad and dessert

Audio Visual

Date	Service Time	Description	Qty	Charge	Total
May 16/19					
	8:00a	Murrow Room			
		32" conf monitor	1	\$350.00	\$350.00
		2 - 60" flatsc/vgada	1	\$1275.00	\$1,275.00
		EventWifi 50 connect	1	\$300.00	\$300.00
		Lavalier - wireless	1	\$170.00	\$170.00
		Audio mixer board	1	\$175.00	\$175.00
		Table microphones	3	\$65.00	\$195.00
		Podium (no mic)	1	\$60.00	\$60.00
		Set & Strike AV \$175	1	\$175.00	\$175.00
		Sound System	1	\$160.00	\$160.00
		a/v tech for 7 hrs	1	\$525.00	\$525.00
	12:00p	First Amendment			
		Pod/mic & soundsystem	1	\$285.00	\$285.00
		60" Flatscrn Monitor	1	\$725.00	\$725.00

Miscellaneous

Date	Service Time	Description	Qty	Charge	Total
May 16/19					
	8:00a	Murrow Room			
		Riser 6' x 8'	2	\$150.00	\$300.00

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RESOURCE SPECIAL NOTES:

wireless lav mic at podium in White room, no sound on presentation in either room, run client laptop from podium in both rooms

Total Charges				
	Charges	Taxes	Service Charge & Gratuities	Total
Room	\$3,600.00	\$0.00	\$0.00	\$3,600.00
Food	\$3,704.00	\$444.48	\$740.80	\$4,889.28
Beverage	\$0.00	\$0.00	\$0.00	\$0.00
Audio Visual	\$4,395.00	\$263.70	\$0.00	\$4,658.70
Miscellaneous	\$300.00	\$18.00	\$0.00	\$318.00
Grand Totals	\$11,999.00	\$726.18	\$740.80	\$13,465.98

BILLING INFORMATION:

post: NBER's Environmental and Energy Policy and The Economy Conference - murrow at 8am
cc on file

code sent 4/30

Guarantee: Gtd # of guests is required 5 business day prior to event. 20% service charge added to all food & beverage. 10% sales tax on food, beverage, labor, & service charge. 6% sales tax on audio-visual & equipment. Tax exempt organizations MUST submit a District of Columbia Certificate of Sales & Use Tax Exemption.

 Organization's Authorized Signature	Title	5-9-19 Date
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Director of Catering