

# 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 #044365

**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 Sep 26/19	8:00a - 1:00p	Meeting	See notes below	0	0	Murrow Room	\$2,100.00
Thursday Sep 26/19	8:00a - 1:00p	Meeting	See notes below	0	0	White Room	\$0.00
Thursday Sep 26/19	8:00a - 1:00p	Meeting	See notes below	0	0	Lisagor Room	\$0.00
Thursday Sep 26/19	12:30p - 3:00p	Meeting	See notes below			Holeman Lounge	\$1,400.00

Food						
Date	Service Time	Service Type	Description	Qty	Charge	Total
Sep 26/19	7:45a	Breakfast Buffet	Murrow Room			
			Yogurt & Wholesome Grains Station	75.00	\$20.00	\$1,500.00
			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-	0.00	\$0.00	\$0.00
			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	50.00	\$4.00	\$200.00
	9:45a	Break	Murrow Room			
			Coffee,Decaf,Tea by the gallon	3.00	\$60.00	\$180.00
			Below includes both breaks			
			Mineral Water, Bottled Juices, soda	90.00	\$4.00	\$360.00
	10:45a	Break	Murrow Room			
			Coffee,Decaf,Tea by the gallon	3.00	\$60.00	\$180.00
			counts included at 9:55am			
			Sodas	0.00	\$4.00	\$0.00
			Mineral Water, Bottled Juices	0.00	\$4.00	\$0.00

## BANQUET EVENT ORDER #044365

12:35p Luncheon-Seated

Holeman Lounge

*15/SET 80*

arugula, marinated mush, goat chees	0.00	\$0.00	\$0.00
thai grilled chicken breast	65.00	\$45.00	\$2,925.00
ginger glaze, sesame rice	0.00	\$0.00	\$0.00
asian vegetables	0.00	\$0.00	\$0.00
Bread & Coffee Service	0.00	\$0.00	\$0.00
choc flourless torte, hazelnut	0.00	\$0.00	\$0.00
-----wines served with lunch----			
3 vegen, <del>8</del> gluten free			

*4*

Beverage						
Date	Service Time	Service Type	Description	Qty	Charge	Total

Sep 26/19	12:30p	Wine with Lunch	Holeman Lounge			
			house chardonay & house blend only an estimate	10.00	\$30.00	\$300.00

Setup Notes
Description

m/w/l from 8am to 12:30pm  
 theater style for 86, risers with head table for 4 with 2 table mics and podium/no mic to the side,  
 MAKE SURE ALL SEATS HAVE A VIEW OF THE PLASMAS AND HEAD TABLE, buffet table outside, 2 reg tables  
 outside with 2 chairs, replenish bev's for 9:55 and 10:55 breaks

holeman lounge 12:30pm luncheon  
 rounds of 8 for gtd, pod/mic, serve wines from first course on, only open as needed

Audio Visual						
Date	Service Time	Description	Qty	Charge	Total	

Sep 26/19	8:00a	Murrow Room			
		32" conf monitor	1	\$350.00	\$350.00
		Powerstrip	1	\$25.00	\$25.00
		2 - 60" flatsc/vgada	1	\$1275.00	\$1,275.00
		EventWifi 50 connect	1	\$300.00	\$300.00
		a/v tech for 5 hrs	1	\$375.00	\$375.00
		Lavalier - wireless	1	\$170.00	\$170.00
		Audio mixer board	1	\$175.00	\$175.00
		Table microphones	2	\$65.00	\$130.00
		Podium (no mic)	1	\$60.00	\$60.00
		Set & Strike AV \$175	1	\$150.00	\$150.00
		Sound System	1	\$160.00	\$160.00
	12:45p	Holeman Lounge			
		Pod/mic & soundsystem	1	\$285.00	\$285.00

*RS*

## BANQUET EVENT ORDER #044365

HD proj/scrn Holeman 1 \$725.00 \$725.00

Miscellaneous					
Date	Service Time	Description	Qty	Charge	Total
Sep 26/19	8:00a	Murrow Room			
		Riser 6' x 8'	2	\$150.00	\$300.00

**RESOURCE SPECIAL NOTES:**

no mic on podium in White room but have a wireless lav on podium  
 no sound on either powerpoint, run client laptop from podiums

Total Charges				
	Charges	Taxes	Service Charge & Gratuities	Total
Room	\$3,500.00	\$0.00	\$0.00	\$3,500.00
Food	\$5,555.00	\$666.60	\$1,111.00	\$7,332.60
Beverage	\$300.00	\$36.00	\$60.00	\$396.00
Audio Visual	\$4,180.00	\$250.80	\$0.00	\$4,430.80
Miscellaneous	\$300.00	\$18.00	\$0.00	\$318.00
<b>Grand Totals</b>	<b>\$13,835.00</b>	<b>\$971.40</b>	<b>\$1,171.00</b>	<b>\$15,977.40</b>

**BILLING INFORMATION:**

post: NBER Tax Policy and the Economy Conference - murrow at 8am  
 cc on file

code sent 9/16

**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.

	Title	Date
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Director of Catering

# THE NATIONAL PRESS CLUB

The World's Leading Professional Organization For Journalists

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

Member #: 071689  
Booking #: 044365  
Sponsor : Rob Shannon  
Amount Due: \$12,177.40  
Date: Thursday Sep 19/19  
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## BANQUET - INVOICE

Date of Function: Thu. Sep 26/19	Room: Murrow Room	Attendance: 0
Date of Function: Thu. Sep 26/19	Room: White Room	Attendance: 0
Date of Function: Thu. Sep 26/19	Room: Lisagor Room	Attendance: 0
Date of Function: Thu. Sep 26/19	Room: Holeman Lounge	Attendance: 0

1	09/26/19	Murrow Room(1)	2100.00
7	09/26/19	Holeman Lounge(7)	1400.00
BRKB	09/26/19	Breakfast Buffet(1)	1910.00
BREA	09/26/19	Break(1)	540.00
BREA	09/26/19	Break(1)	180.00
BAR5	09/26/19	Wine with Lunch(7)	300.00
LUNS	09/26/19	Luncheon-Seated(7)	2925.00
A307	09/26/19	32" conf monitor(1)	350.00
A325	09/26/19	Powerstrip(1)	25.00
A332	09/26/19	2 - 60" flatsc/vgada(1)	1275.00
A88	09/26/19	EventWifi 50 connect(1)	300.00
AE	09/26/19	a/v tech for 5 hrs(1)	375.00
AE03	09/26/19	Lavalier - wireless(1)	170.00
AE05	09/26/19	Audio mixer board(1)	175.00
AE44	09/26/19	Table microphones(1)	130.00
AE49	09/26/19	Podium (no mic)(1)	60.00
AE7	09/26/19	Set & Strike AV \$175(1)	150.00
AV60	09/26/19	Sound System(1)	160.00
MI88	09/26/19	Riser 6' x 8'(1)	300.00
A382	09/26/19	Pod/mic & soundsystem(7)	285.00
AE31	09/26/19	HD proj/scrn Holeman(7)	725.00

Booking Name: NBER

Rooms	3,500.00
Services	5,855.00
Equipment	4,480.00
Service Chg	1,171.00
Sales Tax	971.40
Subtotal	\$15,977.40
Dep/Pynt Received	\$3,800.00
Total	\$12,177.40

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

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