

# Frequently Asked Questions

## Booking an Event

### *What information is needed to book a room at Northark?*

- Date of event
- Event Start and End Time
- Name of Event
- Building/Room Preference and Setup Type
- Number of people attending
- Sponsoring Group
- Name, Address, Telephone and Email of One Contact Person
- Event Type

### *How do I book a room at Northark?*

To book a room at one of Northark's facilities you can either call the Special Events Coordinator at 870- 391-3547 or email at karnold@northark.edu

## Room Setup

### *Am I allowed to rearrange the room to a specific setup?*

When booking a space you are encouraged to provide Northark with the desired room configuration so it will be ready when you arrive. If the room needs a change in configuration once you have arrived Northark staff will need to be notified so they can rearrange the setup.

## Audio/Video Equipment

### *What a/v equipment does Northark have?*

Each room in the Durand Center comes equipped with a computer, laptop connections, projector, screen, microphone, wireless internet, blu-ray player, dvd player, cd player, vhs player, cable television and an ELMO (overhead projector). Not all rooms on our other campuses have the same equipment. If a specific piece of equipment is needed for your presentation, please notify Northark staff.

### *Does a/v equipment come with the room rental?*

A/V equipment does not come included in the room rental. An a/v fee of \$25 will be charged for use of the equipment.

### *If I need assistance with the a/v who do I contact?*

If a/v assistance is needed please contact the Special Events Coordinator at 870-391-3547 or 870-416-2759

## Catering Services

### *Does Northark have an exclusive caterer?*

Northark does not have an exclusive caterer; the client is welcome to use whomever they choose. We can provide the client with a list of caterers that use our facility often.

### *Is the client responsible for plates, utensils and napkins?*

All food related items will be handled by you and the caterer, not Northark.

### *Who setups the food & beverage tables?*

You are encouraged to provide Northark with table and chair configuration setup. Northark will setup and teardown all tables and chairs in the room including food/beverage tables.

### *Who provides linens for the food & beverage tables?*

Linens can be purchased from Northark for a fee of 4.75 each. The client is welcome to bring their own linens or inquire with their caterer.

## Decorations

### *What are the rules for decorations?*

You will be required to discuss decorations when booking your event. All decorations must be approved by Northark before setup. Open flamed candles, adhering objects to the walls or ceiling, items with glitter or any other item that could be potentially damaging to our facility is forbidden.