



PLANNING A MEETING AT FEDERAL RESERVE PLAZA

WORKING WITH YOUR EVENT PLANNER

We suggest one point of contact between our Conference Services staff and your organization.

BUILDING ACCESS AND LAW ENFORCEMENT UNIT STAFFING SERVICES

All attendees are required to have a government-issued photo ID to enter the building. Federal Reserve Law Enforcement Unit charges may be incurred for events after 5:00pm, for large groups to expedite the check-in process, and for events where liquor is served.

PARKING

There is no public parking at Federal Reserve Plaza. There are nearby garages and parking lots, as well as easy access to the MBTA. For more details, check our website.

YOUR CATERING ORDER

Catering services are provided by Sodexo, from seasonal and specialty menus. Our Catering Manager and our Chefs are happy to consult with you to create a custom menu for your meeting or event.

For liquor service, Sodexo will obtain on your behalf a one-day liquor license, and the fee will be included in your final invoice.

Final headcount for your catering order is due 72 business hours prior to the start of your event.

STAFFING FOR YOUR EVENT

Staffing for your event is determined based on your arrangements. Labor costs, which are not included in the menu pricing, will be included in your final invoice. There are no gratuity, administrative or additional services charges.

YOUR AUDIOVISUAL SERVICES REQUIREMENTS

Audiovisual equipment is supplied through Federal Reserve Plaza, and we can provide AV specialists to assist you as necessary.

YOUR ATTENDEE LIST

An attendee list is required 48 business hours prior to the start of the meeting/event. A template will be sent to you from the event planner 1 week prior to your meeting or event.

SIGNAGE

All event signage must be approved by Conference Services, and we will provide sign holders for you. Signs should be designed in an 11" x 17" landscape format.

Additional information and a Request for Proposal are available at www.federalreserveplaza.com.