



Smithsonian *Anacostia Community Museum*

EVENT SCHEDULING PROCEDURES

All Museum and private events must be scheduled through the Museum's Office of Special Events at least 10 days prior to your event. Events should not be scheduled on Federal holidays. Event details should be completed and communicated at least 4 business days prior to your event so that internal paperwork can be processed in a timely manner. Private event rentals are required to complete an Application for Use of Facility which can be downloaded from the Museum's website.

All event requests should be sent by email. The email should include the following information:

- Description of event and its sponsor
- Date of event
- Beginning time of event
- Ending time of event
- Space requested for event
- Anticipated attendance
- Agenda for event and Logistics Schedule
- Important VIP guests like the Mayor, or other elected officials, or guest speakers, etc.
- If you have audio visual needs and specifically the type (podium, microphones, screen, LCD projector, CD playback, DVD playback, sound requirements, etc.)
- If you have any specific requests of the ACM staff, like a curator's talk, a welcome from our director or other ACM staff, etc. – please be specific in your requests.
- The entrance to be used (Main, Theatre or Staff) and time doors should open
- The Event Manager responsible for the event and his/her telephone number

Special Notes:

**The Anacostia Community Museum provides space according to availability of rooms. If your event requires more than one room, please include your request in your email. All emails should be sent to our special events coordinator, Jenelle Cooper Tolson at jctolson@si.edu.

**The Museum does not open the main entrance to the building until 10:00 a.m. If you would like access to the building before 10:00 a.m. for set up, please include this request in your logistics schedule. If your event occurs outside of our normal working hours, Monday through Friday, 10:00 a.m. to 5:00 p.m., additional fees may be required.

**Special accommodations are available for non-profit organizations. For more information, please refer to the rates section on the Museum's website.

**To reserve a group tour related to your event, please contact the Museum's Office of Education at (202) 633-4870.

Anacostia Community Museum's Website – www.Anacostia.si.edu

The Anacostia Community Museum is dedicated to challenging perceptions, generating new knowledge, and deepening understanding about the ever-changing concepts and realities of "community."