Production Technical Services
For support on the day of your event

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Student Union, Event & Conference Services
3701 W Bryn Mawr Ave
Room SU 107
Chicago, Illinois 60625

Mailing Address:
Northeastern Illinois University
Student Union, Event & Conference Services
5500 N St Louis Avenue
Chicago, Illinois 60625
Map and Directions

Northeastern Illinois University is easy to find. It is located in a quiet residential neighborhood at 5500 North St. Louis Avenue, Chicago, Illinois. First-time visitors are encouraged to get a map and parking regulations from the University Police Department or Parking Office.

**By Bus and "L" from Chicago's Loop**

Take the Ravenswood (Brown Line) train to Kimball, and transfer to the CTA bus going north on Kimball. Get off at Bryn Mawr and walk two blocks west.

**By Car**

**From the North**

Take 41 south to I-94 east and exit at Peterson east (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

**From the Northwest**

Take I-90 east to the Austin exit. At the stop sign, turn left and follow the street around to the light at Foster. Turn left (east) on Foster. Proceed on Foster past Pulaski and turn left onto the NEIU campus.

**From the West**

Take I-88 east to I-290 east, to I-94 west. Exit Peterson east (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

**From the South**

Take I-94 west to Peterson and exit east. Proceed on Peterson to Pulaski and turn right (south). Take Pulaski to Bryn Mawr and turn left (east).

Campus will be on your right.

**Closest Airports**

- O'Hare International Airport – 11 Miles
- Midway International Airport – 20 Miles
About

The Northeastern Illinois University Student Union is a large building, consisting of 7 flexible conference rooms, 1 fixed conference room, a large dividable banquet hall, an interfaith meditation room, a reading room, plenty of lounge space, and a large cafeteria.

Capacities and Room Setups

There are several standard configurations that are available.

Lecture (also known as Theatre Style): Appropriate for large sessions and short lectures that do not require extensive note taking. Also used when there is a large group facing a stage, presentation, or movie.

Banquet: Generally used for meals and/or sessions involving small group discussions. A 60” round seats 8 people comfortably. We also have a limited number of 72” rounds, which seat 10 people comfortably.

Classroom: This is the best setup for medium or large lectures that require note taking. We can comfortable seat 2 people per table.

Conference: Appropriate for interactive discussions and note-taking sessions. Conference is setup in a 4 sided rectangle/square, with everyone facing inward.

*Conference can also refer to a conference table setup, for groups of 10 or less

U-shape: Appropriate interactive discussions, where there is a standing presenter, and a flipchart or projected images are being used.

Reception: This setup is ideal for standing room events such as meet and greets and receptions. This setup often incorporates high boy tables, where guests can set their food or drink down. We can also include café tables that can be setup with 4 chairs each. Often in this setup, food tables are the focal point of the event.

***The capacities and configurations depend on the specific room, and the setup options that are available for that space. Please see the spreadsheet on the next page for setup options and max occupancies for each space.
<table>
<thead>
<tr>
<th>Room #</th>
<th>Built in Amenities</th>
<th>Phone Ext</th>
<th>Capacity</th>
<th>Lecture</th>
<th>Banquet</th>
<th>Classroom</th>
<th>Conference</th>
<th>U Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU 003</td>
<td>Data</td>
<td></td>
<td>75</td>
<td>75 Chairs</td>
<td>64</td>
<td>8 Rounds of 8</td>
<td>20 Chairs</td>
<td>34 Chairs</td>
</tr>
<tr>
<td>SU 123</td>
<td>Dry Erase, Data</td>
<td>8</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>8 Chairs</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SU 214</td>
<td>Computer, Projection, Microphone, Data</td>
<td>100</td>
<td>90 Chairs</td>
<td>64</td>
<td>8 Rounds of 8</td>
<td>20 Chairs with 2/table, 30 chairs with 3/table</td>
<td>40 Chairs</td>
<td>34 Chairs</td>
</tr>
<tr>
<td>SU 215</td>
<td>Computer, Projection, Data</td>
<td>40</td>
<td>40 Chairs</td>
<td>32</td>
<td>4 Rounds of 8</td>
<td>10 Chairs with 2/table, 15 Chairs with 3/table</td>
<td>26 Chairs</td>
<td>20 Chairs</td>
</tr>
<tr>
<td>SU 216</td>
<td>Computer, Projection, Data</td>
<td>40</td>
<td>40 Chairs</td>
<td>32</td>
<td>4 Rounds of 8</td>
<td>10 Chairs with 2/table, 15 Chairs with 3/table</td>
<td>26 Chairs</td>
<td>20 Chairs</td>
</tr>
<tr>
<td>SU 217</td>
<td>Data</td>
<td></td>
<td>26</td>
<td>24 Chairs</td>
<td>16</td>
<td>8 Chairs with 2/table, 15 Chairs with 3/table</td>
<td>20 Chairs</td>
<td>16 Chairs</td>
</tr>
<tr>
<td>SU 218</td>
<td>Data</td>
<td></td>
<td>26</td>
<td>24 Chairs</td>
<td>16</td>
<td>8 Chairs with 2/table, 15 Chairs with 3/table</td>
<td>20 Chairs</td>
<td>16 Chairs</td>
</tr>
<tr>
<td>SU 219</td>
<td><em><strong>Not available for events. Contact reservations for booking information</strong></em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Hall</td>
<td>Data</td>
<td>500</td>
<td>400-500 Chairs</td>
<td>288</td>
<td>36 Rounds of 8</td>
<td>100 Chairs with 2/table, 150 Chairs with 3/table</td>
<td>N/A</td>
<td>34 Chairs</td>
</tr>
<tr>
<td>Golden Eagles</td>
<td>Video, Audio</td>
<td>100</td>
<td>100 Chairs</td>
<td>80</td>
<td>10 Rounds of 8</td>
<td>20 Chairs with 2/table, 30 chairs with 3/table</td>
<td>40 Chairs</td>
<td>34 Chairs</td>
</tr>
<tr>
<td>Board Room</td>
<td>Data</td>
<td>12</td>
<td>N/A</td>
<td>16</td>
<td>2 Rounds of 8</td>
<td>N/A</td>
<td>12 Chairs</td>
<td>N/A</td>
</tr>
<tr>
<td>Cafetería</td>
<td>Audio</td>
<td>375-600</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Cafetería East</td>
<td><em><strong>Contact Reservations for booking information</strong></em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafetería Raised</td>
<td><em><strong>Contact Reservations for booking information</strong></em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rectal Hall</td>
<td>Video, Audio, Data</td>
<td>170</td>
<td>170</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Video, Audio, Data</td>
<td>450</td>
<td>450</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Add a Head Table, Subtract: 5 Chairs 1 Round 4-6 Chairs 4 Chairs 2-3 Chairs
Add a Podium, Subtract: 5 Chairs 1 Round 4-6 Chairs 4 Chairs 2-3 Chairs
Add a Stage, Subtract: ***Depends on Size and Location of Stage***
Add Food Tables, Subtract: ***Depends on Size and Location of Food Tables***
Add a Dance Floor, Subtract: ***Depends on Size and Location of Dance Floor***
Alumni Hall

Alumni Hall is our large banquet space. It can be setup in any of the configurations mentioned on the previous pages. We can also add portable stages to this space.

Audio
We have several portable sound systems that can be used throughout the Student Union, including Alumni Hall. This includes a small mixer, tripod mounted speakers, CD playback, and wireless and wired microphone options. There is no standard configuration in this space. Please speak with your event coordinator or a PTS staff member about the options available.

Rigging/Hanging
There are no rigging points accessible in Alumni Hall. Nothing can be hung from the ceiling or walls.

In some instances, ground supported truss or boom structures may be possible. Nothing can attach to the floor. A drawing of the truss structure must be submitted at least 2 weeks in advance for approval by the Technical Director. PTS reserve the right to revoke this permission at any time if the structure is deemed unsafe.

Staging
Alumni Hall can be outfitted with portable stage units. These stages can be setup anywhere in the room, and can be configured based on your needs. Please contact your event coordinator to determine availability and setup options.

There is no dancing allowed on our staging unit. Our stages are designed for passive events only, such as presentations and panel groups. Dancing can either be done on the floor, or you can rent other staging.

All orders for rental staging must be submitted to the Technical Director at least 2 weeks in advance. Staging must be setup according to the manufacturer’s specifications. All staging sections must be attached to each other, to prevent separation. PTS reserve the right to revoke this permission at any time if the structure is deemed unsafe.

Video Projection and Playback
Video projection is available in Alumni Hall for an additional fee. The projection can be shown on a portable roll up screen, or projected right on the wall. Our media carts are equipped with a PC and DVD player for video/presentation playback. We can also hookup any personal computer, as long as it is equipped with or adapted to VGA.

Lighting
The lighting in Alumni Hall is currently very limited. The lights can be turned on/off in half the room. The lights are not dimmable. We can also focus some additional light from the balcony, as a front light for your stage.

You may bring in additional lighting for your event. All lighting must be approved at least 2 weeks in advance by the Technical Director. All lighting plans must take into account the limited power available within the space.
**Special Effects**

All special effects need to be approved in advance by the Technical Director. This includes, fog, haze, smoke, snow machines, bubble machines, confetti cannons, water effects, anything requiring compressed liquids or gasses. **There is to be absolutely no pyro, open flames, or cryo effects.** No “messy” acts or debris effects into audience (i.e. fruit smashing or hosing of audience etc). ALL drops and sets are subject to Staff inspection and must be safe, using rated hardware and must have current flame certifications. Flame tests will be performed at the discretion of the PTS staff. Flame proofing cannot be done on site.

No Automobiles, electrical, mechanical or hydraulic machines or lifts on stage without approval. No weapons or stage prop blank-guns on stage or in facility without prior approval & safe arrangements. No drilling into the deck or walls. No Painting on site.

Production Technical Services Staff have final determination and all authority for Safety, Security, Operation and Liability issues, as well as all access & control backstage regardless of show or artists.

**Masking and Curtains**

There is no permanent masking within this space. There is a limited amount of pipe and drape (both blue and black) available to provide a backdrop or divide off the room. Please contact your event coordinator or PTS staff for availability and setup options.

**Food and Drink**

Food and drink may be served and consumed in Alumni Hall. But all food orders must go through Aramark. Contact Aramark directly, or speak with your event coordinator for more information.

**Other**

Any and all interface with House Equipment and your equipment must be approved prior—and you must provide for all adaptors or interfaces and cables.

Client is responsible for providing Front Of House staff or registration staff, if needed.

Client is responsible for Cleaning Up after their event. All items, personal and production, must be removed from the room. All large garbage items, including tape, food containers, scenic materials, and other items you aren’t disposing of should be placed in the nearest trash receptacle. Additional charges may apply for un-cleaned areas.

Under no circumstances will keys be provided to any area in the Auditorium or building.

Contact Production Technical Services staff, or your event coordinator with any questions about equipment, technical, and venue needs.
Reservation Deadlines

Events during business hours

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks before event</td>
<td>Location/Room booked</td>
</tr>
<tr>
<td></td>
<td>Resources needed</td>
</tr>
<tr>
<td></td>
<td>Staffing needs</td>
</tr>
<tr>
<td>1 Week before event</td>
<td>Any drawings, layouts, or ground plans are due</td>
</tr>
<tr>
<td>48 hours before event</td>
<td>Last chance to make changes</td>
</tr>
<tr>
<td></td>
<td>No major changes will be accepted after this time</td>
</tr>
</tbody>
</table>

Events on weekends or outside business hours

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Weeks before event</td>
<td>Location/Room booked</td>
</tr>
<tr>
<td></td>
<td>Staffing needs</td>
</tr>
<tr>
<td>2 Weeks before event</td>
<td>Resources Needed</td>
</tr>
<tr>
<td></td>
<td>Drawings, layouts, or ground plans</td>
</tr>
<tr>
<td>72 hours before event</td>
<td>Last chance to make changes</td>
</tr>
<tr>
<td></td>
<td>No major changes will be accepted after this time</td>
</tr>
</tbody>
</table>

These deadlines allow us to provide you, and all our clients, with the best service possible. If these deadlines are not met, we will make a reasonable attempt to accommodate your request, but we cannot do so at the expense of another client’s event.