



Arizona State University

Washington Center

Event Guide

ASU Washington Center
1834 Connecticut Avenue, NW
Washington, DC 20009

Main: (202) 446-0380
Fax: (202) 446-0390

<https://washingtoncenter.asu.edu>



welcome

On behalf of Arizona State University, welcome to the Washington Center. We are pleased you are considering hosting your program with us.

The Washington Center has been home to ASU in Washington, DC since March of 2010. Located north of Dupont Circle, the 108 year-old four-story townhome has been retrofitted to offer intimate event space to accommodate meetings, events, receptions and classes.

The below information has been compiled as a resource to help in your planning. Our staff will also gladly assist you with your planning needs. Please don't hesitate to ask.

reserving the ASU Washington Center

When booking a room at the Washington Center, we will request the following information. For your convenience, the below questions are also available as a Google form that may be submitted online.

- What is the date/time you are seeking to host your function?
- How much time will you need for set-up and breakdown?
- How many people do you expect to attend?
- What type of function is it? (Standing reception, seated presentation, class, etc.)
- What is the topic of your discussion or the purpose for your function?
- What audio/visual equipment will you need? The ASU Washington Center has many built-in audio/visual capabilities. We will also be happy to help you contract with a local AV provider should we not be able to accommodate all your needs.
- What food and beverage needs do you have? An abbreviated list of caterers is contained in this packet. We will also be happy to recommend additional caterers based on your needs/budget.
- Who will be the on-site contact the day of the event? Name, cell, email
- Who will be helping to arrange the event in advance? Name, phone, email

site visit

If your schedule allows, we always recommend an advance visit to any event venue so you can walk through the set-up of your program, the movement of your guests and discuss any specific set-up needs with the venue's event manager. This site visit should happen anytime from the day prior to several weeks in advance of your function.

food and beverage

The below list represents a sampling of catering options available near the ASU Washington Center. Each was chosen based on quality, affordability and proximity (or their delivery policy).

- **Menus Catering** – corporate drop-off and full service catering; breakfast, lunch and dinner options <http://www.menusdc.com>
- **Corcoran Caterers** - corporate drop-off and full service catering; breakfast, lunch and dinner options <http://www.corcorancaterers.com>
- **Bethesda Bagels** – breakfast and lunch, in walking distance from the Washington Center. Will also deliver. <http://www.bethesdabagels.com/>
- **Corner Bakery** – breakfast and lunch (sandwiches and salads), delivery only. <http://www.cornerbakerycafe.com/>
- **Glen's Garden Market** – organic and locally sourced lunch options (sandwiches and salads), in walking distance with delivery also available. <http://glensgardenmarket.com/catering->

average catering costs in Washington, DC

Average catering prices for continental breakfasts in Washington, DC will vary from \$10 to 16 per person ++ (plus 10% DC sales tax and delivery fees/service charges)

Hot buffet breakfast - \$15 to \$19 pp++

Sandwich lunches or box lunches with appropriate sides/dessert - \$10 to \$16 pp ++

Hot lunch/dinner served buffet style with appropriate sides/dessert - \$16 to \$25 pp ++

other event related items and materials to consider:

Digital Presentations (PowerPoint, PDF, etc.)

- Web-based presentations may be displayed via the PC computers in the first and second floor conference rooms and the ground level class room.
- Guests may also bring their own laptop, either PC or MAC, to show a presentation.
- Presentations are displayed on large LCD panels installed in both rooms.
- It's a best practice to always have a backup of your PowerPoint presentation available on a thumb drive.
- You may forward your PowerPoint file, via email or Dropbox, in advance of your program to have tested on our system.

Handouts

- If you need to print any handouts, Office Depot is conveniently located across the street from the ASU Washington Center at 1875 Connecticut Avenue, NW, Washington, DC; (202) 986-2115, Store #3315
- A FedEx Office Print and Ship Center is located inside the Hilton Washington at 1919 Connecticut Avenue, NW. FedEx Office can provide bulk printing services, binding, signage and shipping needs. 1919 Connecticut Avenue, NW, Washington, DC; (202) 986-4806
- Materials may be shipped to the Washington Center in advance of your event. Please send to the attention of Roxanne Ladd and include your event date and contact information.
- The Washington Center will be happy to accommodate any small run print jobs that may pop up at the last minute.
- A self-serve copy station is also available on the 2nd floor of the Washington Center.

Computers

- Guests are welcome to bring their laptop to plug into our system when using the first or second floor conference rooms or the ground level classroom.
- Both PC and Mac are acceptable (we have a Mac-VGA adapter available)
- There are PC's built-in to the first and second floor conference rooms and the ground floor classroom that you can insert a thumb drive in to.
- The Washington Center is also pleased to offer complimentary Wi-Fi to all guests

Other

- The Washington Center also has scan and fax capabilities .

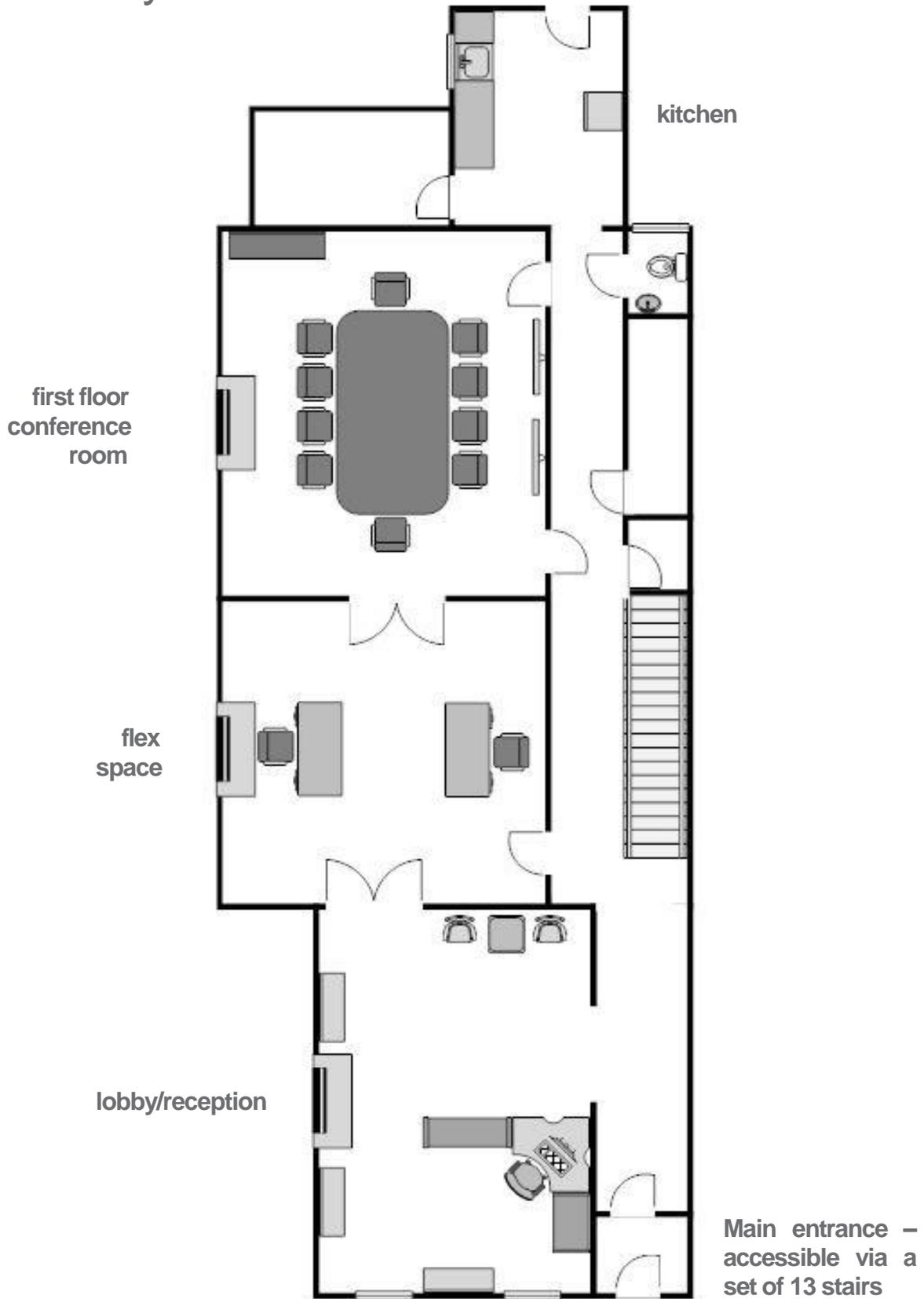
capacity chart

Room	Existing Set-up	Board room	Presentation	Cafe	Class room	Reception	Audio/Visual	Note
First floor conference room	Boardroom	10 (with executive style leather chairs)	20 (with conference chairs) 28 (when combined with 1st floor flex space)	n/a	n/a	45 (when combined with 1st floor flex space and reception area)	<ul style="list-style-type: none"> •Video conference •Audio conference •PC with internet access • PowerPoint • Cable TV • VidyO 	<ul style="list-style-type: none"> •Two flat screen panels •Boardroom table cannot be removed •Microphone and speakers are not available here but can be rented
First floor flex space	Two 3'x6' stand alone desks	n/a	20 (with desks removed, utilizing the conference chairs)	8 – four round tables of four	n/a	30 (when combined with the reception area)	The two flat panels in the first floor conference room are visible in the flex space when set in presentation style	<ul style="list-style-type: none"> •Two existing desks may be moved into the lobby area or utilized for F&B •This room is connected to the 1st floor conference room by glass French doors which may be opened or closed depending on the event set up needs
Lobby/ Reception area	Four arm chairs and one desk	n/a	n/a	8 – two tables of four	n/a	n/a	n/a	The built-in desk may be repurposed as a check-in table or as a bar/refreshment stand
Second floor conference room	Conference table	8	8	n/a	n/a	n/a	<ul style="list-style-type: none"> •PC with internet access • PowerPoint • Cable TV • VidyO • Skype 	Room includes a flat panel television
Ground floor seminar room	Seven 3' classroom tables	14	20 (with 6 chairs added around perimeter)	20 – five rounds of four	16– eight tables of two	n/a	<ul style="list-style-type: none"> •LCD projector for laptop hookup •Portable screen 	<ul style="list-style-type: none"> •One large white board •The ground floor includes two bathrooms and a kitchenette
Ground floor classroom	16 Tablet arm student desks	n/a	16 with table arm student desks	20 – five rounds of four	16	n/a	<ul style="list-style-type: none"> •Video conference •PC with internet access • PowerPoint • Cable TV • VidyO 	•Three flat screen panels

The Washington Center is pleased to offer complimentary Wi-Fi throughout the building.

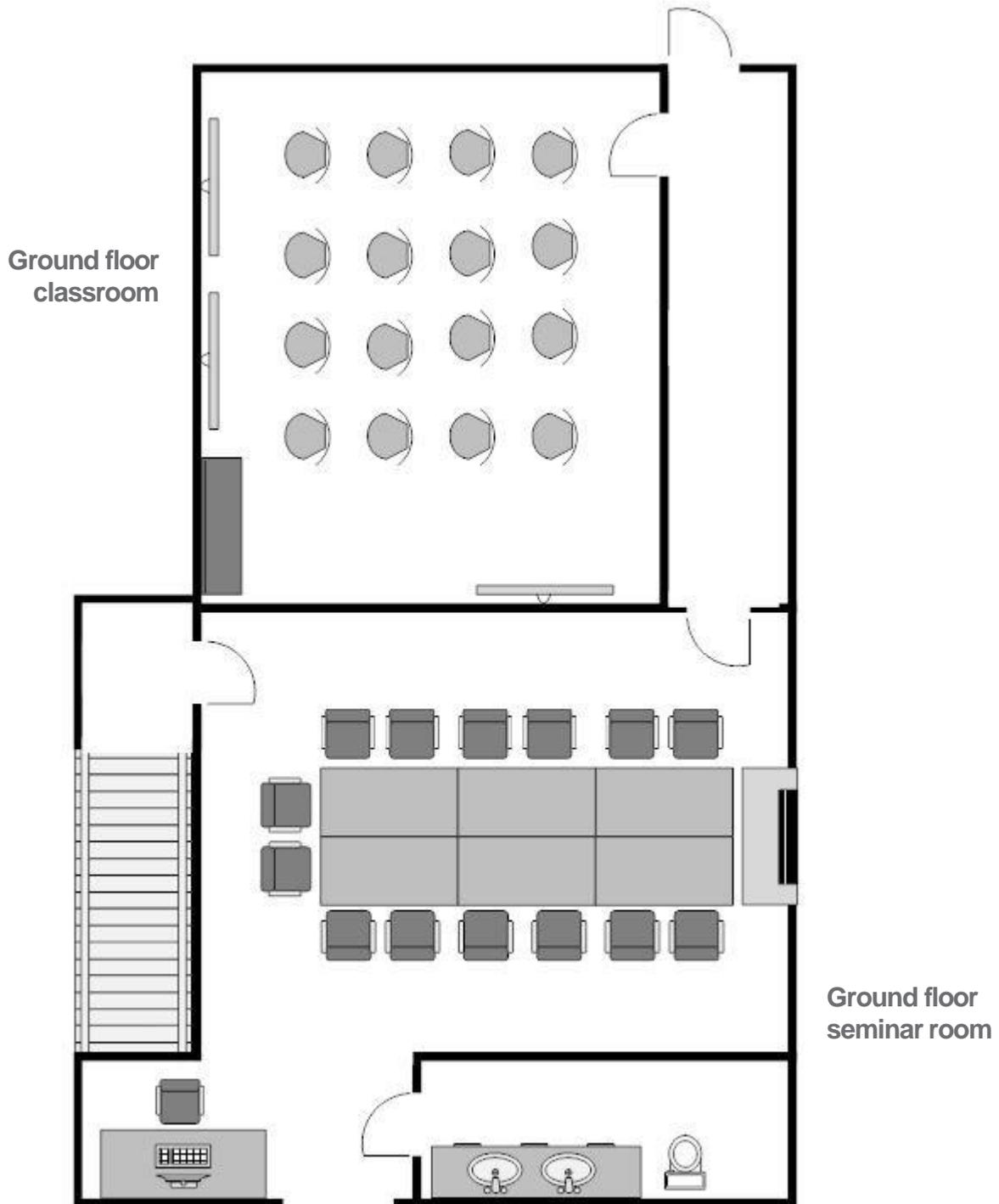
Washington Center

first floor layout



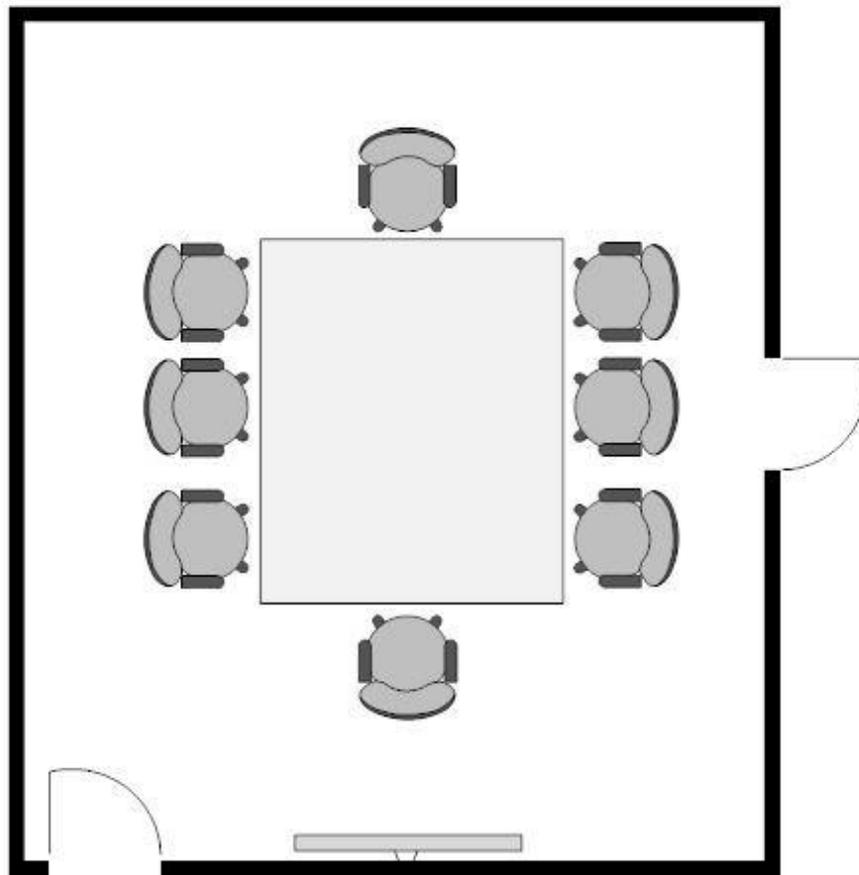
Washington Center ground floor layout

Ground floor entrance/exit –
accessible at street level



Washington Center second floor layout

Second floor
conference room



first floor conference room



first floor flex space



ground floor classroom



ground floor seminar room



additional on-site equipment for event use

- ASU podium
- 33 conference chairs (gray with silver legs)
- Ten 3' rounds (may be used as café tables or as high-tops)
- Two bar stools
- Two easels
- Two whiteboards (one is permanently located on the ground floor)
- Two kitchenettes
 - Microwave
 - Residential-sized refrigerator and freezer
 - Various baskets, plastic serving platters, plastic water pitchers and glass votive candle holders
 - Oven (basement level)



conference chairs



table top of café and high-top tables

traveling to the Washington Center

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Metro – The Washington Center is Metro accessible via the Dupont Circle Metro station (Red line). Utilize the Dupont North exit. Then a 0.3 mile walk north up Connecticut Avenue.

Bus – The 42 and L2 bus lines both make north and south bound stops near the Washington Center. Visit www.wmata.com for more information.

Taxi – Cabs are readily available throughout Washington, DC and will be easy to access when departing the Washington Center.

Parking – Street parking on Connecticut Avenue and in the nearby Dupont Circle neighborhood is very limited. If you cannot find a parking space, we suggest the following local parking garages:

- **Universal North Parking Garage:** Entrance at 2010 T Street (accessed from Connecticut or Florida Avenue, NW). The lot is open Monday to Friday, 7:00 a.m. to 7:00 p.m.
\$9 for first hour, \$16 until close, \$9 after 5:00 p.m.
- **Universal South Parking Garage:** Entrance off Florida Avenue between Rite Aid Pharmacy and the FHI360 Theater. The lot is open Monday to Saturday, 7:00 a.m. to 12:00 a.m.
\$9 for first hour, \$16 until close, \$9 after 5:00 p.m.
- **Courtyard Marriott,** 1900 Connecticut Avenue, NW. Accessible via Connecticut Avenue south-bound and Leroy Avenue.
\$30 per car, valet only.

traveling to Washington, DC - hotels

The **Courtyard Marriott** is the closest, most convenient hotel. Located at 1900 Connecticut Avenue, NW, Washington, DC, it is just steps from the Washington Center. Guests should call the central reservations number at (866) 329-0003 and reference 'Arizona State University' to receive preferred pricing.

The Washington Center is also pleased to offer an exclusive ASU per diem rate with **The Normandy Hotel**, 2118 Wyoming Avenue, NW (3 blocks from the Washington Center).

To book online, please visit: [Arizona State University Booking Link – The Normandy Hotel](#)

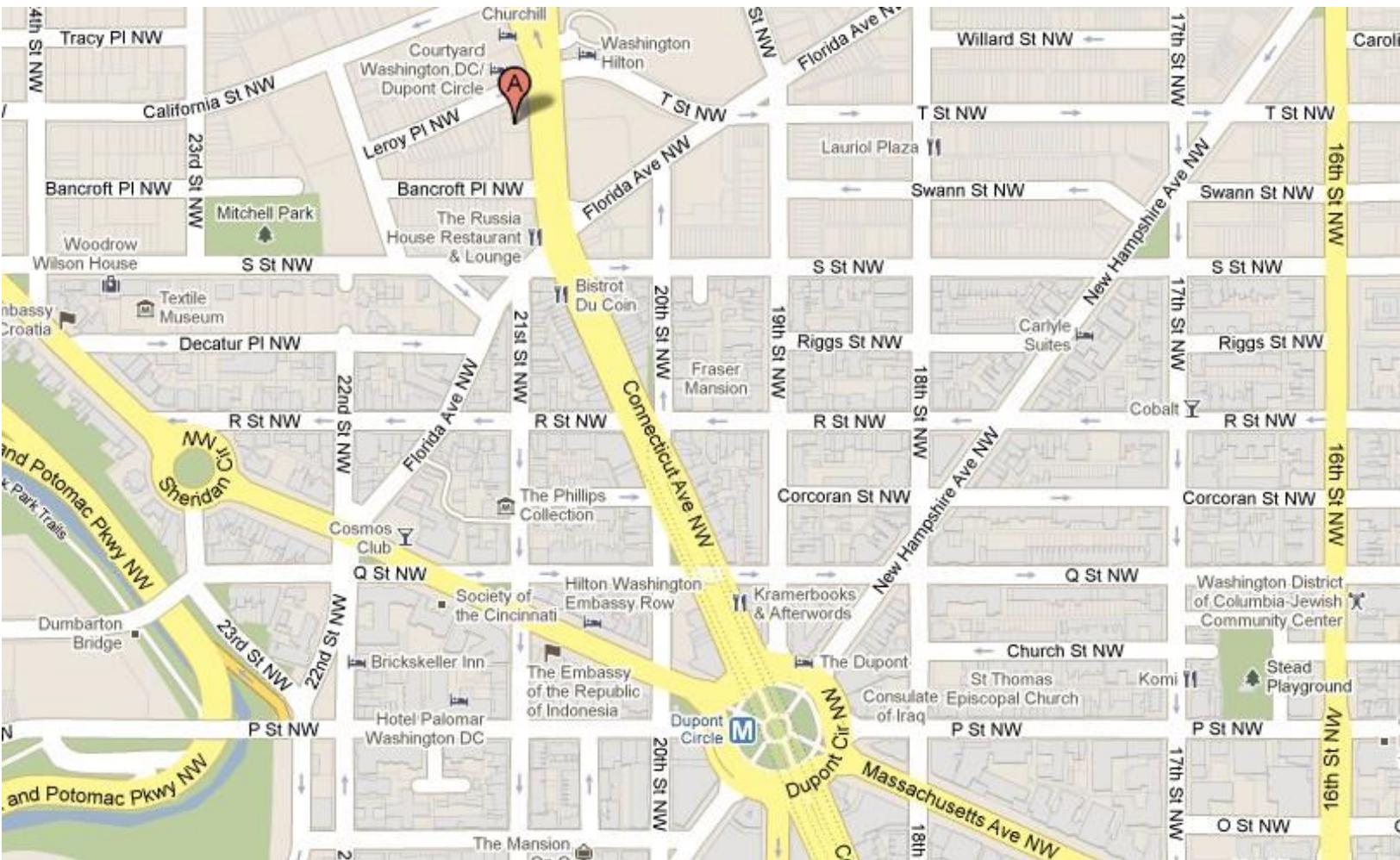
Other nearby hotels include:

Washington Hilton

1919 Connecticut Avenue, NW, Washington, DC
20009 (1/2 block from the Washington Center)
(202) 483-3000

Marriott Wardman Park Hotel

2660 Woodley Rd. NW, Washington, DC 20008
(1.2 miles from the Washington Center – taxi
recommended) (202) 328-2000



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