



BP Energy Center Meeting Coordinator's Checklist

We look forward to hosting your group at the BP Energy Center. BP built the Energy Center and provides it to community and education groups as a part of our charitable commitment to the State. We are happy to provide you with comfortable, modern meeting facilities and equipment, but with our limited staff cannot provide some of the personal services you would find at a paid hotel conference center. The following checklist will help you have a successful meeting at the BP Energy Center.

- Rooms must be left in the condition in which they are found.** Chairs and tables will be configured, whenever possible, as requested on the *BP Energy Center Usage Request Form* and should not be rearranged without BP approval. **DO NOT MOVE A/V EQUIPMENT THAT HAS HAD CORDS TAPED DOWN FOR SAFETY** - see front desk attendant.
- The Meeting Coordinator listed on the form will be our single point of contact.** Your *BP Energy Center Usage Request Form* should give us all the information we need to set up your meeting.
- Changes or cancellations must be made in writing**, via email or fax, no later than **five business days** prior to your meeting. If your group fails to appear for a scheduled meeting, your ability to use the BP Energy Center may be restricted in the future and you will be charged a no-show fee of \$100.
- Coordinate equipment and other needs with your presenters.** Do not refer presenters to BP Energy Center staff. Users are responsible for safe use of all equipment and for any damage.
- Check your equipment request.** Our small staff has basic training in our audiovisual equipment. If your needs are more complex, you may contract with NMS for on-site audiovisual assistance.
- Please bring required computers/office supplies** The BP Energy Center does not provide computers or stock office supplies for distribution.
- Allow ample setup and cleanup time.** Please include time for set-up and breakdown when requesting 'timeframe' on Usage Request Form. Building hours are M-F, 8:00 a.m. to 9:00 p.m. Doors open at 7:45 a.m. for setup.
- Allow five minutes** at the start of your meeting for a safety briefing by BP Energy Center staff.
- Send the map and/or directions to all of your participants.** Main parking is located on the West side of the building. Limited accessible parking is on the North side. Overflow parking is in the BP headquarters building lot. Parking is prohibited in the BP Early Learning Center parking lot and in the Residence Inn parking lot.
- User groups may bring food up to \$50 in value or participants may bring brown bag lunches.** We do not allow potlucks or the use of cooking appliances in the meeting rooms. There are no food preparation or storage facilities for users at the BP Energy Center. Your group may use the BP cafeteria for lunch; please advise NMS in advance if your group is large.
- For food over \$50 in value**, you must use NMS Catering Services. Please call 564-4107 to arrange for catering services.
- Complimentary regular and decaffeinated coffee, black tea, hot water and ice water are available** at the BP Energy Center, along with powdered creamer, sugar and sugar substitutes.
- The BP Energy Center is a smoke-free environment.** Smoking is permitted outdoors in a designated area on the east side of the building.
- BP encourages recycling and supports practices that eliminate or reduce waste.** We ask that you use the recycling bins located on each floor. Energy Center staff can assist you in exploring ways to use technology and other resources to reduce or eliminate paper waste from your meeting or event. We welcome your suggestions as we work to improve our environmental performance