



Smithsonian
National Museum of the American Indian

Office of External Affairs

**NATIONAL MUSEUM OF THE AMERICAN INDIAN
POLICY FOR SPECIAL EVENTS**

The National Museum of the American Indian is the first national museum dedicated to the preservation, study, and exhibition of the life, languages, literature, history, and arts of Native Americans. Established by an act of Congress in 1989, the Museum works in collaboration with the Native peoples of the Western Hemisphere to protect and foster their cultures by reaffirming traditions and beliefs, encouraging contemporary artistic expression, and empowering the Indian voice.

The Museum's extensive collections encompass a vast range of cultural material—including more than 800,000 works of extraordinary aesthetic, religious, and historical significance, as well as articles produced for everyday, utilitarian use. The collections span all major culture areas of the Americas, representing virtually all tribes of the United States, most of those of Canada, and a significant number of cultures from Central and South America as well as the Caribbean. Chronologically, the collections include artifacts from Paleo-Indian to contemporary arts and crafts.

The National Museum of the American Indian comprises three facilities, each designed following consultations between museum staff and Native peoples. In all of its activities, the National Museum of the American Indian acknowledges the diversity of cultures and the continuity of cultural knowledge among indigenous peoples of the Western Hemisphere and Hawai'i, incorporating Native methodologies for the handling, documentation, care, and presentation of collections. NMAI actively strives to find new approaches to the study and representation of the history, materials, and cultures of Native peoples.

INTRODUCTION

This will serve as the policy for special events at the National Museum of American Indian in Washington, D.C. The NMAI is a bureau of the Smithsonian Institution; accordingly its policy is derived from and subject to provisions of the Institution's policy, SD-401.

All special events in the NMAI are co-hosted by the NMAI and the other organization. Events include occasions such as:

1. conferences, presentations, lectures, symposia, etc. where the purpose is educational and the subject matter is related to the NMAI's mission or interests, or
2. receptions, dinners, or other occasions to celebrate the undertaking or completion of a NMAI project, or
3. recognition of a substantial gift to the NMAI.

The NMAI is supported by Federal Appropriations, by the trust resources of the Smithsonian Institution, and by the generosity of our donors—foundations, corporations, organizations/associations and individuals. It is through such financial support that many of the activities are made possible. Organizations who offer a substantial unrestricted donation to the NMAI are invited to celebrate the gift by co-sponsoring a special event at the Museum. Such an occasion provides an opportunity for the NMAI and donor to jointly commemorate their collaboration.

Donations to the NMAI are applied directly to one of the following areas central to the continuing operation and expansion of the NMAI's missions and interests:

- * Exhibitions
- * Educational Programs
- * Research
- * Collections Management
- * Public Programs
- * Administration

If at any time during the term of this Agreement a cause or causes beyond reasonable control of the parties hereto (including but not limited to disaster, act of God, government regulations, war terrorism or threats of terrorism, civil disorder, labor trouble, strike, curtailment or transportation facilities, unusually severe weather conditions, fire or casualty, or any other emergency), make it illegal, impossible, or inadvisable by formal advise of a chief government officer (e.g. declaration of a state of emergency by a mayor, governor or president) for the donor to conduct the event at the Museum or for the majority of invitees to attend the event, the organization may postpone such an event without penalty. If an event must be canceled, the event may be rescheduled for a mutually convenient date. **Donations to the Museum will not be returned.**

I. CRITERIA

All events planned must conform to the Smithsonian Institution and NMAI policies, mission and goals. Consistent with the objectives of Title VI of the Civil Rights Act of 1964, the Museum facilities shall not be made available to any organization that practices or advocates discrimination based on age, sex, color, religion, national origin, or condition of disability.

- A. A special event will not be approved when its primary purpose is:
 - 1. Personal in nature, such as weddings;
 - 2. Political or religious in nature;
 - 3. Fund-raising, other than for the National Museum of the American Indian or Smithsonian Institution;
 - 4. A product promotion.

- B. No co-sponsored events may be held which:
 - 1. Charge admission fees, excepting conference registration fees for conferences which are subject to special conditions;
 - 2. Collect donations;
 - 3. Have a cash bar;
 - 4. Hold raffles; and/or
 - 5. Display or promote commercial products during an event or sell articles while in the Museum.
 - 6.

II. GENERAL CONDITIONS

A. Confirmation and Written Agreement

The NMAI Special Events Office will prepare a Letter of Agreement that confirms the event date, the contribution of the donor or organization, as well as an overview of the event components, number of guests and event scenario.

The Letter of Agreement must be signed by the donor or organization representative and returned to the NMAI Office of Special Events by the date specified in the letter.

To secure a date on the Museum calendar, the NMAI requires the co-sponsoring organization sign the Letter of Agreement and return it with a non-refundable \$5,000 deposit.

The non-refundable donation to the NMAI must be received in full at least six weeks prior to the event date.

B. NMAI Staff Participation

All special events in the NMAI are co-sponsored by the NMAI and the donor/organization. The Director of the NMAI, or his designee, acts as the co-host of the event.

Official welcoming remarks, delivered by the Director of the NMAI or his designee, are a traditional part of a co-sponsored event at the NMAI. This allows a brief opportunity to represent the NMAI in acknowledging the significance of the occasion and the generosity of the donor.

A number of senior NMAI staff attends all special events at the NMAI. The exact number will be determined by mutual consent with the co-sponsor on a case-by-case basis. Names and titles of these individuals will be provided to the donor/organization. This represents an important element in the overall public education/outreach program on the NMAI.

The NMAI Office of Special Events is an integral partner in all phases of the event process as well as a resource for assistance. A designated NMAI Special Events Coordinator has final approval over all aspects of the event and will work directly with a single point of contact from the participating organization throughout event planning.

As the NMAI is a museum dedicated to the preservation, study, and exhibition of the life, languages, literature, history, and arts of Native Americans, the Special Events Coordinator has final approval over menu, printed materials, programming, décor, etc. to ensure special events in the Museum appropriately reflect Native cultures.

C. Event Time Frames

In accordance with Smithsonian policy, special events should not interfere with the normal visitation or work of the Museum. The regular operating hours of the Museum are 10:00 a.m. – 5:30 p.m.

Receptions/dinners are designed for up to a three-hour time period. Requests for morning or lunch events will be handled on a case-by-case basis.

Earliest start time for an evening event is 7:00 p.m.

D. Speaking Program

Should a guest speaker(s) be included as part of the event, the speaking program and/or topic must be non-partisan in nature. In order to confirm compliance with this requirement, each speaker's name and topic must be submitted in writing to the Museum's Office of Special Events at least six weeks prior to the event for approval.

E. No Smoking Policy

Smoking is NOT permitted in the National Museum of the American Indian, or the Native Landscape, at any time.

F. Logos and Trademarks

Any use in the connection with the event of the trademark or logo of the donor/organization must be approved in advance in writing by the NMAI. Requests of this nature are to be facilitated through the Office of Special Events and are subject to Smithsonian policies on donor recognition.

The trademark or logotype of a donor organization may not be placed on the invitation. However, it may be incorporated on an insert card within the printed invitation package, and must be cleared in advance by the NMAI Office of Special Events.

A trademark or logotype of a donor/organization may not be used on a podium or anywhere in the Museum during the event.

G. Invitation/Program Design and Copy

The style and text of the invitation and/or program must be submitted to the NMAI Special Events Coordinator and receive approval in writing prior to the blue-line stage. The name of the Museum and the Smithsonian Institution may not be used on any document without prior approval by the Museum.

Since all events are co-sponsored by the National Museum of the American Indian, the invitation will be extended from the Director of the Museum, or his designate, and a representative of the co-sponsoring organization. Their titles will appear on the invitation.

H. Invitation/Guest List Policy

In order to provide background information to the NMAI Director and Senior NMAI Staff, the donor/organization must provide names and affiliations of guests prior to the event. *This list will not be used for solicitation or publicity purposes.*

For smaller events, the donor/organization will be asked to provide a copy of the acceptance list with name, title and affiliation of each guest. For larger events, the donor/organization will be asked to provide the name, titles and affiliations of key organization officers, VIP guests, special visitors and a general profile of the other attendees.

An invitation list may be requested by the NMAI **in advance** of any mailing.

A list of guests attending the event must be submitted at least five working days prior to the event. An updated list will be necessary for security purposes on the day of the event.

If official government or diplomatic dignitaries are attending the event, the Museum reserves the right to determine the appropriate protocol for greeting and handling of these guests while at the Museum. **The Office of Special Events must be notified as soon as possible if dignitaries, including Members of Congress or Cabinet level officials, are expected to attend the event.**

I. Promotional/Advertising Materials

The names of the Smithsonian Institution and the NMAI are registered trademarks and may not be used in any document without prior written approval from the NMAI Special Events Coordinator.

All literature, gifts or mementos of the event that the organization may wish to distribute must be approved in advance by the Museum. Any videotape or film that the organization may wish to show during the event must be submitted to the Museum in advance for approval.

Arrangements for press and broadcast media coverage of an event must be handled in conjunction with and approved by the Museum.

Except as otherwise permitted in writing, the Smithsonian Institution does not permit or authorize the use of its name or images taken from within its Museums to be used to promote or advertise products or services of any commercial organizations, contracts or donors to the Smithsonian.

Any printed/visual/broadcast materials (i.e. brochures, advertisements, TV commercials, PSA's, press kits, letterheads, press releases, etc.) produced by the donor, by an organization acting on the donor's behalf, or by a co-hosting organization, which refer to the Smithsonian Institution or the National Museum of the American Indian or its programs, must be submitted to the NMAI Special Events Coordinator for approval by the NMAI Public Affairs Officer prior to use.

Advertising and promotional materials may make no reference to specific corporate brands, products or services. The exception is the case in which the company name and the product are the same, e.g. Coca-Cola, Xerox, etc.

Banners, whether promotional or otherwise, may not be displayed inside or outside the Museum.

J. Photography/Videotaping

The NMAI Office of Special Events must approve the format and equipment associated with still photography/videotaping/recording an event in advance in writing. Cameras should be fully self-contained and use unobtrusive lighting.

Photographs and videotape footage of the Museum may be used for archival and non-commercial purposes only and may not be used for advertising/commercial or promotional purposes.

K. Caterers/Other Vendors

Upon request, the NMAI Special Events Coordinator will provide the co-sponsoring organizations with suggested catering firms and other vendors familiar with the procedures within the Museum.

The NMAI has final approval of all vendors contracted by a sponsoring or co-sponsoring organization.

The selected catering firm/vendor is responsible for operating under the NMAI *Guidelines for Special Events Vendors*. Please see that document for detailed guidelines for vendors operating in a Smithsonian Institution facility.

The co-sponsoring organization is fully responsible for the actions and compliance of all vendors and service personnel to the *Guidelines for Special Events Vendors*.

Any caterer working within the National Museum of the American Indian must have a current insurance certificate on file with the Smithsonian Institution that names the Smithsonian Institution as an Additional Insured for use of the facilities and meets the following insurance limits. The original certificate must be received by the Special Events Coordinator no later than one week prior to the event date.

- Commercial General Liability – \$1,000,000 per occurrence, including coverage for products liability and contractual liability.
- Liquor Liability coverage – \$1,000,000.
- Automobile Liability Coverage – \$1,000,000 per accident for bodily injury and property damage.
- Workers Compensation – statutory limits.

The catering firm must agree to indemnify and hold harmless the United States Government and the Smithsonian Institution and its museums from any and all claims, liability, costs and expenses arising from any negligent act or omission on the part of the catering firm, its agents or employees, associated with the use of the SI facility including injury to guests, Institution employees, and catering firm

employees or agents. A signed certificate to this effect must be provided to the NMAI by the catering firm.

Food stations are permitted on the first floor and in the Patrons Lounge on the 4th Floor. Bars and passed hors d'oeuvres and permitted on the 3rd and 4th floor overlooks.

L. Alcoholic Beverages

Red beverages, including red wine, cranberry juice, etc. is not permitted in the NMAI.

M. Flames

Fire regulations prohibit the use of lit candles, other than votive candles, on tables. **Matches may not be used to light votives or sterno.** Flame starters are permitted.

Use of propane equipment by a caterer is not permitted in the Museum.

N. Flowers

All flowers, equipment and debris must be removed from the Museum by the florist at the conclusion of the event. No seed pods, bark or dead wood may be used in floral arrangements.

O. Entertainment

Most forms of entertainment are permissible in the NMAI with prior approval from the Special Event Coordinator. If a Native cultural presentation is desired, the Special Events Coordinator can help identify an appropriate group.

P. Lighting

Special lighting design significantly enhances the appearance/atmosphere of the event space. While this it is not required, it is highly recommended. Vendor information may be obtained from the NMAI Special Event Coordinator.

Q. Parking

The NMAI does not have parking facilities. There is limited parking on Independence Avenue, Jefferson Drive and 4th Street. Depending on the number of guest, it may be advisable to secure valet parking. Vendor information may be obtained from the NMAI Special Events Coordinator.

R. Non-Compliance with Smithsonian Policy and Procedures

The Smithsonian Institution and the NMAI reserve the right to deny the use or the continued use of its facilities to any person or organization not in compliance with Smithsonian/NMAI policy and procedures detailed in this document.

S. Unanticipated Interruptions

The National Museum of the American Indian is not responsible for any disruptions that may occur due to mechanical difficulties, facility emergencies, construction or unanticipated events beyond the Museum's control. Donations to the Museum are not refundable.

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