



**COLUMBIA UNIVERSITY
UNIVERSITY EVENT MANAGEMENT
FACULTY HOUSE
COMPLETE MEETING PACKAGE**

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ALL YOUR MEETING NEEDS, ONE CONVENIENT PRICE

Planning and executing a meeting while adhering to a budget is the goal of every meeting planner. Our Complete Meeting Package (CMP) options have you covered. By bundling our most popular services into one clear package, we are able to give a clean and concise estimate with our per person/per day pricing structure. The CMP is without a doubt the best and easiest way to plan your next meeting at Faculty House.



EXECUTIVE PACKAGE | \$239

- Meeting space tailored to your event needs
- Meeting room set-up and tear down
- Complimentary high-speed internet access
- Continuously replenished coffee, tea and soft drinks
- Pens, pads, 2 flip charts and markers, tabletop carafes of water
- LCD projector, projection screen, laptop connection, laptop audio, 1 wireless mic, podium
- Catering to suit your needs

Columbia Breakfast

Served in Your Room

- Orange and Cranberry Juices
- Assorted Danishes, Muffins, Croissants
- Hickory Smoked Bacon
- Griddle Potatoes
- Scrambled Organic Brown Eggs
- Assorted Cereals
- Bagels with Cream Cheese, Fruit Preserves and Butter
- Seasonal Sliced Fruit and Berries
- Assorted Individual Yogurts

Mid-Morning Break

- Kind Bars and Assorted Whole Fruit

Your Choice of Hot Buffet Lunch

Served in Your Room

Mid-Afternoon Break

- Popcorn Break
Chocolate, Kettle Corn, Chipotle, Salted Caramel

We understand each meeting is different and we provide easy to plan options to ensure we can cater to any event needs you may have. Please contact our meeting and event specialists for information on additional space needs, AV requirements, bar & reception packages and campus tours & activities.