GUIDELINES FOR EVENTS
AT MUSEUM OF THE BIBLE

Select an item below to find helpful information for your event:

MUSEUM ACCESS | ARRIVAL | SECURITY | CATERING | AV | DECORATIONS
SHIPPING ITEMS | LOADING DOCK | SETUP | SIGNAGE | PARKING
MUSEUM ACCESS
• The operating hours of the museum are subject to change. Please confirm with your coordinator before making a final schedule.
• Your rental fee gives you access to the event space booked and 2hr. complimentary General Admission tickets, valid the day of your event.
• All vendors and staff working with the event must enter through the contractor entrance located on Virgina Ave. A valid I.D. is required.

ARRIVAL
• All guests are required to be screened before entering Museum of the Bible.
• Our front entrance is equipped to handle large groups entering at the same time.
• Please inform your coordinator of your expected arrival time and he/she will be present to greet you after you’ve been screened.
• The museum has a designated area for bus/shuttle arrivals. Your coordinator can provide a map if you are arriving this way.

SECURITY
• Security at Museum of the Bible is taken very seriously, and our priority is to keep our guests safe. All guests are required to be screened.
• Your coordinator can send a list of prohibited items to ensure you are able to enter through security quickly and smoothly.
• Please provide a guest list to your coordinator at least 48 hours prior to your event.

CATERING
• Our in-house dining provider is Quince Hospitality. They will provide all of your food and beverage (F&B) needs while at the museum.
• Outside food is not permitted at the museum.
• Alcohol is not permitted at the museum.
• Your linen order will be included with your catering cost.
• All food related items will be billed directly to Quince Hospitality, not Museum of the Bible.
• Quince utilizes a software called Tripleseat so that all communication regarding your F&B can be kept in one place. It also allows for their staff and your museum coordinator to be updated on any changes.
• A deposit of 50% is required at least 21 days before your event. This confirms your order but changes can be made up to 72 hours before the event.
• Please be sure to communicate all dietary restrictions as early as possible.

EVENT STAFF
• The museum does not provide support staff for your event outside of your assigned coordinator.
• Upon request, your coordinator can request MOTB volunteers. Please note, volunteers are not guaranteed.
• We strongly encourage you to provide additional staffing if needed for your event.
PRODUCTION
Please inform your coordinator of your production needs as soon as possible. This will help facilitate further conversation with the MOTB production team, if needed.

Gathering Room
- The space has two video walls on either side of the room that consist of 35-55” monitors, 7W x 5H. The lowest monitor starts at 35” above the floor. To display content to the video wall system, a computer can be connected via an HDMI connection.
- We ask that any videos or presentations be submitted at least 72 hours prior to your event day to guarantee system functionality and quality. MOTB can not guarantee system functionality or quality for any content that is submitted on the event date.
- We will have a tech available to assist during your event.
- The museum can provide a limited number of pictures.
- Please submit your production request to your coordinator.
- External production companies are welcome but please inform your coordinator so they can communicate the information to our production team.

Scholars Initiative
- The podium includes an HDMI output, allowing presenters to control their presentations.
- Two projectors and projector screens
- The acoustics of the room does not require a microphone but there is one available if needed.

Boardroom
- Two TV monitors that can be controlled via laptop with an HDMI connection.

DECORATIONS
- The museum does not provide decorations.
- A florist can be recommended upon request.

SHIPPING ITEMS
- You are welcome to ship items to the museum within one week of your event.
- Please include your coordinator’s name on the packages. Also include the name of the event or organization in the return address section.
- If you need items shipped back after your event, please provide a shipping label and your coordinator will be sure it is returned.

LOADING DOCK
- All arrivals through an entrance other than the main doors must be coordinated in advance.
- The use of the loading dock and carts must be scheduled in advance through your coordinator.
- Please limit loading dock arrivals to a two-hour window.
SETUP

• Your coordinator will prepare a floor plan and send it to you for your review prior to your event.
• Please confirm your floor plan no later than 48 hours prior to your event.
• The following are included with each space:

Gathering Room:
• 72-inch rounds that seat up to 10
• Banquet chairs with high backs
• Stage/riser
• Podium

Boardroom:
• One large table
• 20 chairs around the table
• 10 additional chairs around the perimeter

Scholars Initiative:
• U-shape tables built into the room
• 78 office chairs
• Podium
• 4 translation booths

• Please note the museum does not currently have bar stools or pipe and drape on-site.
• If your event is in the Gathering Room, our catering staff will start setting out linens two hours before your event starts. If you need it set earlier, please let your coordinator know.

SIGNAGE

• Signs and/or tables can be set up outside of your event space.

PARKING

• There are several meters and garages close by and your coordinator can provide a map with suggestions. Please be sure to check the closing times of each garage, in relation to your event, as some of them close early.
• The Federal Center SW Metro stop is one block from the main entrance if you’re considering an alternate mode of transportation.
• Ubers and Lyfts are also plentiful in the D.C. area.
• Plan your visit https://www.museumofthebible.org/visit/plan-your-visit