450 North Cityfront Plaza Drive
Chicago, IL 60611

CHICAGO BOOTH

The University of Chicago Booth School of Business

Gleacher Center Phone: (312) 464-8787
Wolfgang Puck Phone: (312) 464-8745

Banquet Event Order

Account:	NBER	**Event Date:**	**Friday, October 16, 2026**
Post As:	NBER (see rooms for post as)	**Contact:**	Rob Shannon
		Phone:	(617) 588-0384
Address:	1050 Massachusetts Avenue Cambridge, MA 02138	**Onsite Contact:**	Rob Shannon
		Office Phone:	(617) 588-0384
		Onsite Mobile:	
		Sales Manager:	Maria Mendoza
		Catering Manager:	Allison T Choi
		Service Manager:	Maria Mendoza

Event Time	Room	Function	Setup	Rental
7:00 AM - 5:00 PM	604 Classroom	Blocked Space	Conference	
7:00 AM - 5:00 PM	602 Classroom	Blocked Space	Conference	
7:00 AM - 5:00 PM	650 Lounge	Food & Beverage Space	Rounds	
7:00 AM - 5:00 PM	600 Classroom	Meeting	Theatre	
7:45 AM - 5:00 PM	650 Lounge	All Day Beverages	As Is	
8:00 AM - 9:30 AM	650 Lounge	Breakfast	As Is	
11:40 AM - 1:00 PM	650 Lounge	Lunch Buffet	Rounds	

FOOD

650 Lounge

Beverage Service - 650 Lounge (Guests: 50)
Serve Time: 7:45 AM to 5:00 PM

Refresh for the following Breaks:
10:00AM, 11:40AM, 2:00PM

50 Dark Roasted and Decaffeinated Coffee Service
Assorted Organic Numi Teas, Sweeteners, Lemon Wedges
Half & Half, Skim Milk, Almond Milk
@ $25.65 per person

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12:00PM - 5:00PM
ADD - Tier 2 Beverage Service

Assorted Bottled Waters and Sodas on Consumption @ $7.10 each

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SET UP

602 Classroom **Event: 7:00 AM - 5:00 PM**
Additional Space/Call Space
12 Conference style

604 Classroom **Event: 7:00 AM - 5:00 PM**
Additional Space/Call Space
12 Conference style

650 Lounge **Event: 7:00 AM - 5:00 PM**
5 72" Round tables of 10ppl
Registration outside room 600:
1 8' Skirted table with 2 chairs
1 Wastebasket
2 Easels
1 in main lobby, 1 on 6th floor
Gleacher to provide directional signage

600 Classroom **Event: 7:00 AM - 5:00 PM**
60 Theatre style
Built-in whiteboards
Client arrival time: 6:00am
Onsite Contact: Rob Shannon

AUDIO VISUAL

602 Classroom **Event: 7:00 AM - 5:00 PM**
No AV

BEO Approval:
(Please Initial & Date)

Robert Shannon Digitally signed by Robert Shannon Date: 2026.10.13 08:25:53 -04'00'

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650 Lounge

Continental Breakfast - 650 Lounge (Guests: 50)
Serve Time: 8:00 AM to 9:00 AM

Assorted Freshly Baked Bagels, Croissants, Pastries

Sweet Butter, Assorted Preserves and Cream Cheeses

Fresh Seasonal Whole Fruit
Apples, Bananas, Seasonal Offerings

Fresh Squeezed Orange and Cranberry Juices

Dark Roasted Coffee and Decaffeinated Coffee
Assorted Organic Numi Teas, Sweeteners, Lemon Wedges
Half & Half and Skim Milk, Almond Milk

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Morning Break: 10:000AM
Refresh Coffee Service, Retray Breakfast Pastries & Fruit

50 @ $43.30 Per Person

650 Lounge

Italian Lunch Buffet - 650 Lounge (Guests: 55)

604 Classroom **Event: 7:00 AM - 5:00 PM**
No AV

600 Classroom **Event: 7:00 AM - 5:00 PM**
Built-in projector & screen
Client to provide laptop for slides and provide all necessary adapters
Podium built-in
1 Audio mixer (3-6 microphones) @ $175.00 each
3 Wireless handheld microphone
1 to pass and 2 on tall mic stands @ $200.00 each
Wireless internet access for group
AV set by: 6:00am

LABOR

2 WPC Staffing Fee - Server (1 per 25 guests) @ $150.00 each

MISCELLANEOUS

CATERING SPECIAL INSTRUCTIONS

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Water Stations with Candies
8:00AM - 5:00PM
Room: 650 Lounge
Guests: 55

Catering Guarantee:
Please note that your final guest count is due by Noon, (5) business days prior to the first day of your event and is not subject to reduction - **Friday, October 9, 2026.**

Food and Beverage Policies: Due to liability and legal restrictions, there is no outside food and beverage permitted in event spaces. WPC will charge for any beverages and food supplied in violation of this policy. Additionally, WPC specifically prohibits the removal of food from any catered function by the client or any of the invitees.

BEO Approval:
(Please Initial & Date)

Robert Shannon Digitally signed by Robert Shannon Date: 2026.10.13 08:26:42 -04'00'

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Serve Time: 11:40 AM to 1:00 PM

CAESAR SALAD (GF, Vegetarian)
Chopped Romaine, Celery, Capers, Tomato Relish
On the side: Parmesan Cheese, Croutons, Caesar Dressing

CAPRESE SALAD (GF, Vegetarian)
Vine-Ripened Tomatoes, Mozzarella, Torn Basil, Olive Oil, Aged Balsamic

CHICKEN MARSALA
Marsala Wine and Mushroom Sauce

CLASSIC EGGPLANT PARMESAN (Vegetarian)

ORECHIETTE (Vegetarian)
Creamy Basil Pesto, Parmesan, Herb Bread Crumbs

ROASTED TUSCAN POTATOES (GF, Vegan)

ROASTED CAULIFLOWER (GF, Vegan)
Shallot Agrodolce, Golden Raisin

HERB FOCACCIA, Sweet Butter (Vegetarian)

Fresh Sliced Seasonal Fruits

Chef's Daily Housemade Miniature Desserts

Dark Roasted Regular Coffee & Decaffeinated Coffee
Assorted Organic Teas, Sweeteners, Lemon Wedges
Half & Half, Skim Milk, Almond Milk

Freshly Brewed Tropical Iced Tea, Sweeteners, Lemon Wedges
Bottled Waters and Soft Drinks on Consumption

55 @ $80.40 Per Person

BAR

BEO Approval:
(Please Initial & Date)

Robert Shannon Digitally signed by Robert Shannon Date: 2026.10.13 08:27:26 -04'00'

Client | Conference Services | Wolfgang Puck