

# Events Pricing Guide



GRIFFISS  
INSTITUTE

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The Innovare Advancement Center is the perfect place to host your next event! Whether you're planning a small meeting or a large community event, we invite you to come and check out our facilities; you'll find cutting-edge, technology-enhanced classrooms, meeting spaces, and an auditorium. Our team will happily walk you through the coordination of your event from start to finish.

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For more information, please reach out to our Events Manager Kelly Poynter at [kpoynter@griffissinstitute.org](mailto:kpoynter@griffissinstitute.org).



# Event Center



"My team had an outstanding experience hosting a week-long leadership development program at the Griffiss Institute. The facilities were beautiful, and the customer service was top-notch."

# Rates

Our event center is a great place to hold your next conference, community event, or anything in-between! The full room can accommodate up to 80 people in standard classroom-style seating, and up to 150 in amphitheater-style.

## Basic

**1/2 Event Center \$1050 • Full \$2000**

### Room includes:

- WiFi
- Selection of standard furniture configurations
  - Classroom, static, U-shape
- Two (2) carafes of Utica Roasting Company Coffee with creamers, sweeteners, stirrers, cups, and lids.
- Two (2) Pitchers of water with cups
- Podium
- Zoom cart/Presentation Screen

## Standard

**1/2 Event Center \$1150 • Full \$2100**

### Includes everything in the Basic package, plus:

- One (1) carafe of Utica Roasting Company Coffee refill
- One (1) water pitcher refill
- One (1) Handheld microphone and speakers
- Two (2) Whiteboards with dry-erase markers



# Premium

**½ Event Center \$ 1750 • Full \$2750**

**Our most comprehensive package includes:**

- Choice of custom furniture configurations beyond: classroom, static, u-shape
- Unlimited Refills of Carafes of Utica Roasting Company Coffee with creamers/sweeteners/stirrers/cups/lids
- Unlimited Refills of Pitchers of Water with cups
- Podium
- Zoom cart/Presentation Screen, Presentation laptop with advancer/pointer
- Choice of microphones: Pedestal, Handheld, Lavalier
- Four (4) Whiteboards with dry-erase markers
- Mini fridges stocked with bottled water, soft drinks
- AV Support (minimum 2 hours, maximum 6 hours)
- Day of catering support (minimum 2 hours)

Looking for something else? Browse page 10 for a complete list of additional services that can be added to any package!





# Skydeck

*"The Griffiss staff went **above and beyond** to provide timely support and made sure we had everything we needed during our programs."*

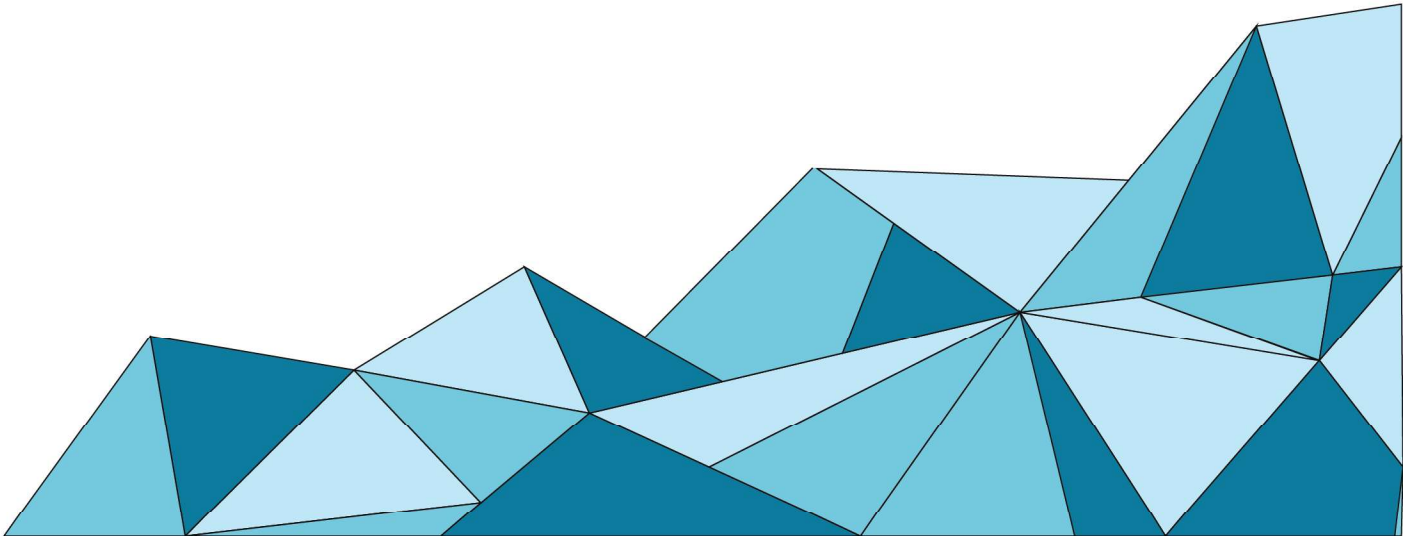


# Rates

Host an event with a view! This unique open-innovation space sits over the flightline and includes access to a kitchenette area. Depending on your needs, the space can include tables and chairs or be transformed to amphitheater-style seating, increasing capacity.

## Skydeck - Capacity: 36-50

Hourly rate..... \$175 hour



# Classrooms

"They made my job *easy*, and I look forward to coming back for our next event."



# Rates

Our classroom-style meeting spaces are perfect for your next business endeavor. Choose from one of four versatile spaces to host your next meeting and enjoy cutting-edge technology that allows you to connect with your team wherever they are.

**Shannon - Capacity: 21**

Hourly Rate.....\$65

**Einstein - Capacity: 15**

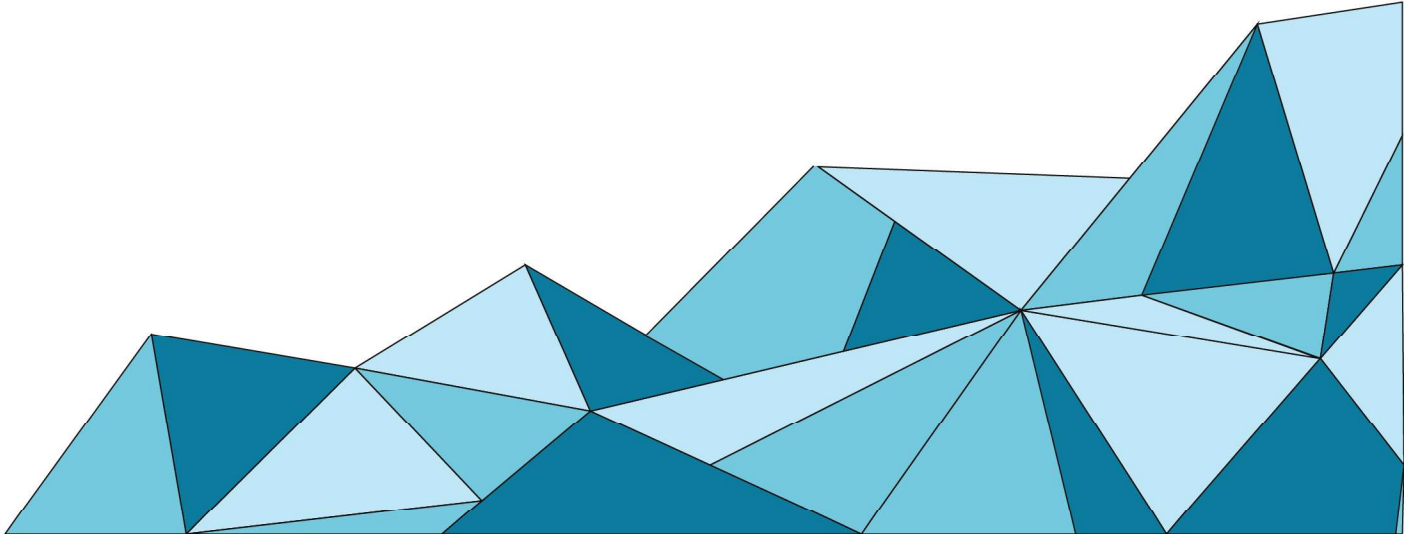
Hourly Rate.....\$45

**Newton - Capacity: 12**

Hourly Rate.....\$45

**M&T Boardroom - Capacity: 12**

Hourly Rate.....\$65



# Additional Services

## AV

- **Zoom Cart/Presenter Screen**

Event Center (Daily rate) .....\$150

Classrooms (Daily rate).....\$90

Rolling Mobile Cart.....\$60

- **Presentation computer with advancer/pointer.....\$75**

- **Microphones/Speakers (Per singular use).....\$75**

Pedestal, Handheld, Lavalier, Headset

3 Package Deal (Q&A set up) .....\$150

- **Presentation Package.....\$250**

Zoom Cart/Presentation Screen, Microphone/Speakers,

Presentation laptop, Advancer/Pointer

## Facilitation Resources

- **Flipchart Package.....\$40**

Includes Flipchart easel, Flipchart pad, markers

- **Post-It Pad Package.....\$50**

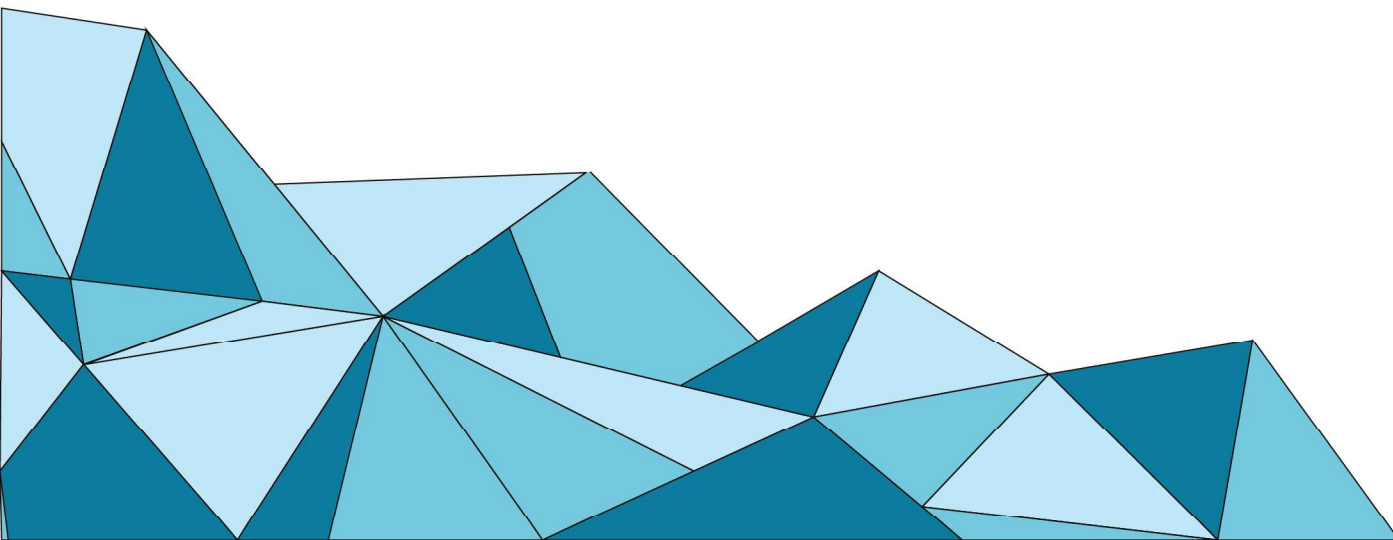
Includes Flipchart easel, Post-It Flipchart Pad, markers

- **Whiteboard Package.....\$60**

Up to (4) whiteboards on rollers with markers

- **Powered Tables.....\$125**

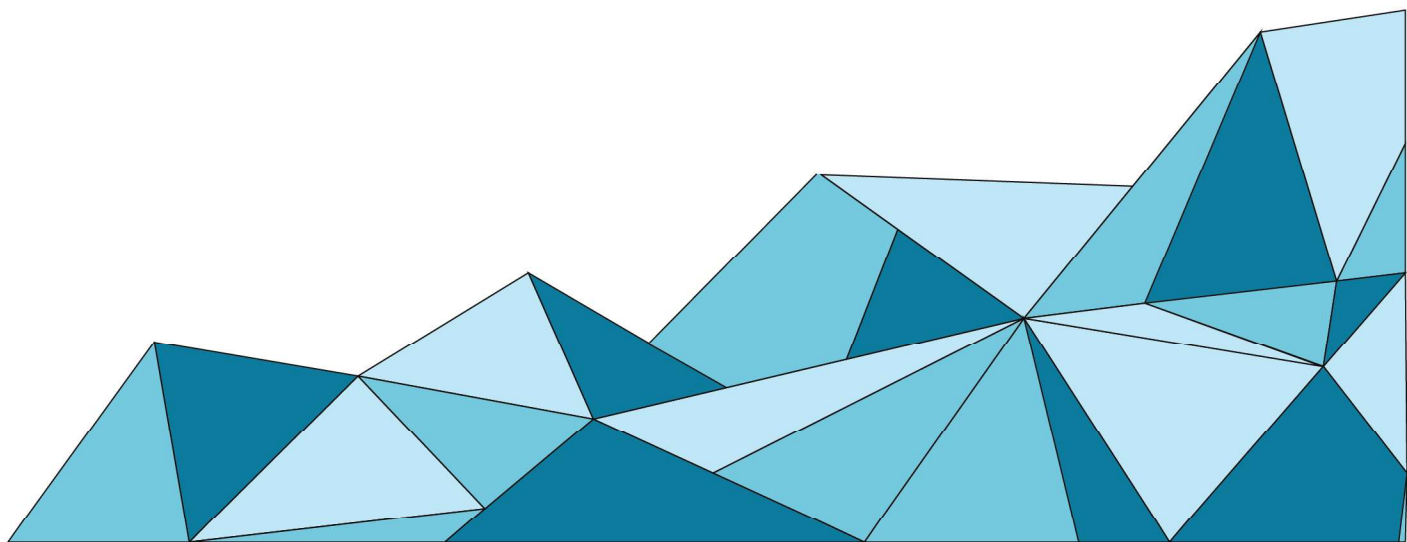
Power strips/cabling provided to tables in GI Event Center





## Event Support and Services

- **AV Support** (2 hours minimum).....\$200  
Assist with connectivity, troubleshooting on day of event
- **Day of event catering support** (2 hours minimum).....\$175  
Receive food deliveries, set up and break down on day of event
- **Presentation slide deck management**  
Includes speaker and transitional slide creation....starting at \$175
- **Registration Management**.....starting at \$500  
Registration form, attendee tracking, badging, check-in
- **Custom furniture configuration**.....\$100  
Beyond classroom/static/u-shape/boardroom
- **Photographer** (per hour).....\$250
- **AV Support Plus**  
Includes pre-event planning and dry-run.....Email for details
- **Catering Support Plus**  
Includes planning and execution.....Email for details
- **Recorded Meeting** .....Email for details
- **Broadcast Quality Production**.....Email for details  
Multiple camera production, producer, director, PA's, recorded





***Looking for something else?***  
**Contact us!**

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