

Events at a Glance

The Thomas Jefferson Foundation (TJF) hosts a variety of educational tours and events, including receptions, conferences, and private after-hours tours of Monticello. TJF is pleased to offer organizations and individuals with a demonstrated commitment to our mission of preservation and education the opportunity to conduct special educational tours and lectures with accompanying meetings or social events.

Monticello strives to be as responsive and cooperative as possible to ensure all partners' experience exceeds the expectations of the event. We have found that advance planning and event hosts' compliance with protocols and procedures ensures a successful partnership and positive experience.

- Hosting events at Monticello is a privilege of philanthropy available to the most generous supporters of the Thomas Jefferson Foundation, the non-profit organization that owns and operates Monticello. Access to sites at Monticello varies based on donor level. We will work with you to facilitate a qualifying tax-deductible gift to the Foundation. Donors of \$5,000 are recognized as participants in the Monticello Cabinet, our core group of supporters and advisors. For more information contact: Courtenay Lyons at 434-984-7584 or clyons@monticello.org.
- TJF does not permit the use of its facilities by third parties for press conferences, political, media, or third-party fundraising events. All events are subject to approval by TJF. When your special event is approved, TJF staff will do everything possible to assist you in achieving your goals for the event.
- **Advance arrangements for filming, taping, recording, media coverage or photography associated with your Monticello event are required.** The Foundation requires an official written request describing the proposed publicity or marketing plan prior to granting permission. Such proposals are subject to our related policies and procedures and must be approved in advance by TJF's Marketing & Communications Office. Event hosts or other third parties should not issue press releases or invite members of the media to cover events on our property without advance coordination and with the express permission of the TJF Marketing & Communications office.
- Please allow two weeks from receipt of your publicity or marketing proposal for it to be considered. The Foundation must be fully informed of all production requirements in order to make arrangements for filming, taping or photography on our property. Specific rights needed for the proposed footage, audiotape, or photography should also be included in this request. The Foundation reserves the right to reject requests that, in the Foundation's opinion, are not compatible with its mission, would interfere with the visitor's experience, or put undue burden on Foundation property or staff.
- When TJF co-hosts a private event on our property, the Foundation must be recognized as such in the invitation or similar materials. If TJF logos are approved by us for use on the invitation or marketing materials, we will send you a file with the TJF logo that is the correct size and color for your invitation. The Director of Events and the Marketing & Communications office must approve the final invitation before it is printed, emailed, or otherwise sent to guests. Similarly,



menu cards, programs or other marketing and communications materials (e.g., press releases) must be approved before they are printed and/or distributed. All marketing and collateral materials must reflect positively on both parties and be true to the values of Monticello.

- Use of the Thomas Jefferson Foundation or Monticello name, trademarks and logos cannot be used without the advance permission of the TJJ Marketing & Communications Office. Additionally, all marketing materials related to the event must be reviewed and approved in advance by the TJJ Marketing & Communications Office.
- Social media posts (e.g., text, video and photos) must reflect the values of both partners and are subject to the same scrutiny and approval processes that apply to marketing and collateral materials as described above.
- Aerial photography of Monticello is not permitted because of the risk to the house and grounds and a Federal Aviation Administration no-fly zone over the property extending one mile in all directions. Unauthorized operation of **Unmanned Aerial Vehicles (drones) on Foundation property is strictly prohibited.**
- When TJJ co-hosts a private event on property, TJJ's president or designated TJJ leadership team member (s) will be invited to participate in the event or some part thereof. At a minimum, it is customary for TJJ staff to give a formal welcome at the event.
- If your event schedule allows, we strongly recommend that you incorporate tours of Monticello into your event, so your guests can enjoy the complete Monticello experience. TJJ allows only its employees to provide tours and interpretation of Monticello on TJJ property.
- Some TJJ venues are outdoors and may require a tent. TJJ staff may require use of a tent for events which exceed comfortable indoor capacity. A backup rain plan will be devised for all outdoor locations. Although rare, under severe conditions and for the safety of all guests, the Monticello Safety and Security Director may postpone or cancel the event or if possible, and at the sole discretion of the Foundation, provide an alternative location for the event on Foundation property.
- The host of an event must retain a professional event planner for weddings and multi-day events.
- The host must provide the following lists at least 1 week in advance: attendees, day-of event organizers, and vendor staff.
- We recommend using vendors from our Preferred Vendor List. Contact your TJJ liaison for approval if you wish to use an outside vendor.
- All catering, equipment rental, décor, entertainment, and any other service provided by outside vendors will be contracted for and paid for by the host unless otherwise noted by TJJ.
- A certificate of liability insurance naming TJJ as an additional insured for \$2 million is required.

- To reserve an event, the host must submit 50% of the projected fees as a deposit along with a signed contract and pledge form. The remainder of the fees is due within 30 days of receipt of final invoice.
- Many clients find that it is advisable to transport guests to Montalto in contracted shuttles. The Office of Special Events can provide a designated parking area at the David M. Rubenstein Visitor Center parking lot for guests' vehicles when available. Contracted shuttles can then provide transport for guests to Montalto. Due to the steep grade and sharp turns of Montalto Loop Road, clients' shuttles measure forty (40) feet or less in length. Shuttles must be used for Montalto events when the event ends after 6:00pm and/or alcohol is served. Your TJF liaison will explain in detail TJF's shuttle and parking guidelines.
- The safety and security of our guests and staff and the preservation of Monticello is our first priority.
 - All bags, purses, diaper bags, waist packs, etc. will be examined prior to touring Monticello. All weapons, including firearms, knives, or sharp objects are strictly prohibited.
 - Monticello and all of its grounds are a non-smoking facility. This includes electronic smoking products.