



**THURGOOD MARSHALL
AMENITY CENTER**
WHERE GREATNESS BEGINS!



Client Event Road Map

Going from Request to Execution



1

Reach out to the JTMAC Team

Submit an Events Booking Form to our team at eventsatjtmac@crossstpartners.com. This allows our team to understand your event needs.

2

Schedule a tour of the Center

Once approved, our team will schedule a tour with your team to discuss the Center's operations and event's logistics.

3

Execute the Event's Rental Agreement and Procure Event Insurance

Our team will send the Event Rental Agreement. Execute the agreement and follow the event insurance requirements within the Insurance section of the Agreement.

4

Enjoy your Event!

If you have not done so already, coordinate access for your event with the team along with payment arrangements.