



Below is important information about getting to The Inn and guidelines for serving dinner – **please read all the way through there are several important ACTION ITEMS** to be completed prior to your visit.

ACCESSING THE INN / NIH CAMPUS

ACTION ITEM: As of January 30, 2025, **all non-US persons must preregister**, and US persons may preregister, **with VisitNIH no less than 10 days prior to visiting** NIH's Bethesda Campus. Non-US Persons include anyone who is not a US Citizen or Permanent Resident (Green Card Holder). If anyone in your group falls into either of these categories, follow the direction below:

Preregistration is initiated by Inn staff. Send volunteer name(s) and email address(es) to lvania.flores@nih.gov 10 days prior to your dinner.

An email invitation to preregister will be sent to the address(es) provided from nihvisitornotification@nih.gov with a secure link to the VisitNIH Preregistration Portal.

Follow the directions in the portal to complete preregistration, which includes uploading a copy of their passport and visa. Submitting a photo of these documents is allowed.

Preregistration will take about 10 minutes to complete and should be completed as soon as possible in order to be processed in time for your intended visit. **Failure to submit the pre-registration in time could put the visit at risk of being denied.**

SERVING DINNER

Groups may choose to cook dinner in our kitchen or outdoor grilling pavilion or provide a catered dinner from a commercial kitchen or restaurant.

GENERAL GUIDELINES

- **We welcome groups of 12** volunteers (ages 16+ with a limit of four volunteers aged 16 & 17 per group accompanied by a parent/guardian).

- If you plan to bring 12 volunteers, we ask that 6 serve and 6 host an activity
- Please **do not bring chafing dishes** to keep food warm. Open flames are not permitted at The Inn.
- **I will email you a week in advance with headcount** (number of guests in residence).
- Volunteers are not allowed to photograph Inn residents. We are happy to coordinate a photo of your group.
- **Food may not be prepared at home.**
- **Please note:** if you are preparing or ordering rice, limit it to one large tray, as we cannot keep the rice after the dinner.
- If you are cooking in our kitchen and need to know if we have particular cookware, please reach out to coordinate (we do have cookware but could fall short of certain numbers of items or specialty tools).

SCHEDULE FOR PREPARING DINNER AT THE INN:

- 2:30 p.m. Volunteers (maximum of 6) are welcome to arrive as early as 2:30 to check in and pick up a parking tag to place on your dashboard
- 2:30-5:00 p.m.: Up to 6 volunteers cook and prepare dinner
- 4:45 p.m. Additional volunteers (up to a total of 6) arrive
- 5:00-6:15 p.m. Family programming staff and volunteers set up for dinner. Volunteers serve dinner/run activity with families.
- 6:15-6:30 p.m. Clean up.

SCHEDULE FOR CATERING AND SERVING DINNER:

- 4:45 pm: Volunteers (max 12) and food arrive. Please meet in the main lobby, where we will provide you with a parking tag for your dashboard.
- 5:00pm-5:15pm: Family programming staff and volunteers set up for dinner.
- 5:15pm-6:15pm: Volunteers serve dinner to families.
- 6:15pm-6:30: Clean up.

ACTION ITEMS:

1. **Review** the directions to The Inn
2. **Submit** the online Dinner checklist form* (**1 per group**) <https://forms.gle/Cu1x6UQdcg1B5afQ7>
3. **Submit** the Volunteer Guidelines Agreement (**1 per each volunteer**) <https://forms.gle/5U1orLxbT'TvWt3re7>

*Note that the dinner checklist includes drinks and dessert – these are optional. We only ask that you **provide an entrée with a vegetarian option**. Some families request halal meat (this is similar to kosher), but this is also not required.