



YOUR EVENT AT CATALYST

Everything You Need for a Seamless Experience

Your event at Catalyst is right around the corner! We're so excited to have you with us.

This guide is designed to ensure you feel prepared, confident, and fully supported leading up to your reservation. From arrival to setup, everything you need to know is outlined below.

Location & Parking

Catalyst is located at:
4601 Catalyst Ct

The most convenient parking is available in the garage directly north of the building.

- **Rate:** \$1/hour
- **Payment Options:** Park Omaha app or on-site kiosk

To arrange complimentary parking for your attendees, please coordinate directly with Park Omaha.

Please enter through the **main doors on the north side of the building**.

Arrival

Upon entering through the north entrance, please follow the directions below based on your reserved space:

- **Forge Event Hall**
Turn left immediately upon entering

- **Steelworks Boardroom & Living Room**

Turn left, then take the stairs (through the door to the right of Forge) to the third floor

- **Meeting Rooms**

Continue straight ahead and check in at the front desk

Elevator access is available upon request.

Your Event Details

To ensure everything is prepared exactly to your expectations, please review the following details prior to your event:

Wi-Fi & AV Access

- Guest Wi-Fi (**Catalyst 5S Guest**) is available throughout the building.
Login information will also be available in your reserved space upon arrival.
- All event spaces include plug-and-play screen connectivity for presentations
- Forge Event Hall includes:
 - 3 handheld wireless microphones
 - 3 lapel microphones
 - 2 100" LED Screens
 - 1 podium

Please let us know what you plan to use so we can ensure everything is ready for you.

Room Setup & Linens

Tables and chairs are included in the Steelworks Boardroom & Living Room and all Meeting Rooms.

The Forge Event Hall has 144 chairs, 10 6ft tables, and 10 cocktail tables available. If you have a specific setup in mind, please share it with our team in advance.

Catalyst does not provide linens on-site. You are welcome to:

- Bring your own
- Work with a preferred vendor (we recommend AAA Rents & Event Services)

Vendors & Deliveries

We're happy to welcome your vendors to Catalyst.

- **Big Grove Brewery (catering)** and **Pour Decisions (bar)** are our preferred vendors and can navigate independently in our event spaces.
- For all other vendors or deliveries, we ask that you or a member of your team personally greet and escort them to your event space.

What to Expect Next

As your event approaches, our team will:

- Review your setup and event details
- Prepare your reserved space accordingly
- Remain available for any final adjustments

If anything changes or you need support, we're here to help every step of the way.

Thank you for choosing Catalyst. We look forward to creating a memorable event with you!

