

## **Event & Conference Planning Guide**

As the campus of Marian University continues to grow the utilization of spaces is also growing. In an effort to better serve you and your guests of Marian we have put together this informational document for you.

### **External Events**

Any event that is NOT being hosted by a Marian University department (i.e. not being paid for with a departmental budget code/PO Number) is considered an external event. If you are in contact with an organization or company that is interested in using one of MU's spaces, please direct them to Office of University Events and Engagement, 317-955-6164 or [weddings@marian.edu](mailto:weddings@marian.edu).

### **External Hosted Events**

There are certain steps to take when hosting an organization, partner, or company. If you are in contact with an organization or company that is interested in using one of MU's spaces, but your department or office is interested in hosting them, please contact the Office of University Events and Engagement.

### **Internal Events**

There are certain steps to take when planning your internal event or meeting here on campus. Please be sure to go through the listed steps to ensure that not only you are prepared, but also the necessary departments are prepared as well.

- A Marian University department or Office is hosting an event here on campus and paying for the event with a department budget code/PO Number
- No contract is needed
- No insurance is needed
- Department or Office is responsible for any hard costs
- A member of the MU faculty/staff must be present for the duration of the event OR the Office of University Events and Engagement can provide a host for a fee
- MU faculty/staff member is responsible for placing work orders, IT tickets, catering orders, communicating with Campus Police for parking needs

Check out the website for more information. <https://www.marian.edu/conference-and-events/campus-related-events>

### **Contact Information:**

**University Events & Engagement**

[weddings@marian.edu](mailto:weddings@marian.edu)

317-955-6164

**Room Reservations**

[roomreservations@marian.edu](mailto:roomreservations@marian.edu)

**Campus Operations**

Stephanie Hostetler

[shostetler@marian.edu](mailto:shostetler@marian.edu)

317-955-6362

**Catering**

Anna Semenova Smith

[classicfare@marian.edu](mailto:classicfare@marian.edu)

<b>Marketing Communications</b> <a href="https://www.marian.edu/marketing-communications">https://www.marian.edu/marketing-communications</a> 317-955-6307	<b>Campus Police</b> <a href="mailto:MUPD@marian.edu">MUPD@marian.edu</a> 317-955-6789	<b>HelpDesk</b> <a href="mailto:helpdesk@marian.edu">helpdesk@marian.edu</a> 317-955-6444	<b>Business Office</b> <a href="mailto:busoff@marian.edu">busoff@marian.edu</a> 317-955-6020
--	--	---	--

## Steps to Reserve your Space:

### 1. Reserve Your Space

Check available spaces at Virtual EMS

Contact [roomreservations@marian.edu](mailto:roomreservations@marian.edu) to request your location.

Be sure to include the following: event name, brief description of the event, internal group hosting event, set up/tear down time, time of actual event, and preferred location.

*Requests should be made two weeks in advance. Event in Alumni Hall must be requested at least one month in advance.*

### 2. Request Your Set Up

Place a work order with campus operations.

Be sure to include the following: date/time, location, number of guests, organization of set up, account number, number of chairs/tables (5ft rounds/6 ft rectangle). Diagram welcome via email attachment. Submit a work order here: [Work Order](#). *Requests should be made two weeks in advance.*

### 3. Order Catering

Classic Fare Catering is the exclusive food service provider on campus. Place your order online at: <https://mariancatering.catertrax.com/>

Menu prices include plastic ware. China is available for an additional fee. Linens may be rented for an additional fee.

*Orders should be placed three weeks in advance. Late orders are subject to fees.*

### 4. Order Alcohol

Please read Marian's Alcohol Policy before proceeding.

<https://www.marian.edu/conference-and-events/catering-and-dining-services>

### 5. Request IT/AV

Send a detailed request to <https://helpdesk.marian.edu/support/home>

Be sure to include the following: date of the event, time of the event, location of the event, IT items requested for the event, and if IT personnel is needed. *Requests should be made two weeks in advance.*

### 6. Request Security/Parking

Contact MU Police Department

- Reserving parking spaces
- Directing traffic
- Officer presence required where alcohol is served

*Requests should be made thirty days in advance.*

#### **7. Request Marketing/Communications**

Promote your event via social media, newsletter, email, website, print etc.

Submit a marketing communications request at <https://www.marian.edu/marketing-communications>

#### **8. Business Office Request**

- Cash box requests/electronic payment with cash box
- Bar Bills (charged monthly by Finance Office)
- Event set up
- Vendor Payment (submit two weeks prior)

*Requests for payments should be submitted at least two weeks prior.*