



## Events/Conferences On-Campus Checklist

Once you have determined the details regarding your event on Campus take the following steps to plan your event through Conference Services:

- Send Conference Services an email regarding details about your event (i.e. date, times of event for use of facilities, facilities needed, other services needed, equipment needed, number of attendees, type of attendees, food requirements, etc.) to [conferenceservices@marietta.edu](mailto:conferenceservices@marietta.edu) or call extension 4735.
- Conference Services will contact you to confirm receipt of request.
- Conference Services will make necessary facility arrangements for your event.
- Conference Services will issue a Faculty/Staff Host Agreement for your completion.