

# 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 Conferences & Events, Nikki Jo McCrady at nmccrady2@marian.edu or 317-955-6324.

### 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 Conferences & Events 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

### Contact Information

#### Conferences & Events

Nikki Jo McCrady  
Allison Mansion  
317-955-6324

#### Room Reservations

Selena Martinez  
RoomReservations@marian.edu  
317-955-6791

#### Campus Operations

Carrie Brunke  
cabrunke@marian.edu  
317-955-6362

#### Catering

Brandi Bullard  
Allison Mansion  
Bullard-brandi@aramark.com  
317-955-6342

#### Marketing Communications

Maggie Kucik  
Oldenburg Hall, Room 226  
Mkucik@marian.edu  
317-955-6213

#### Campus Police

Norman Center  
MUPD@marian.edu  
317-955-6784

#### HelpDesk

Marian Hall, Room 301  
317-955-6444

#### Business Office

Marian Hall Room 103  
busoff@marian.edu  
317-955-6020

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## 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 event, internal group hosting event, set up/tear down time, time of actual event, and preferred location.

**Requests should be made 2 weeks in advance. Alumni Hall at least 1 month.**

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## Request Your Set Up

**Place a work order with Campus Operations**

Be sure to include the following: Date/time, location, #attendees, organization of set up account #, number of chairs/tables (5 ft. Rounds/6 ft. Rectangle). Diagram welcome via email attachment.

**Requests should be made 2 weeks in advance.**

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## Order Catering

**Classic Fare Catering is the exclusive food service provider on campus.**

**Place your order online at: [mariancatering.catertrax.com](http://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 1 week in advance. Late orders are subject to fees.**

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## Request IT/AV

**Send a detailed request to <http://helpdesk.marian.edu>**

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 2 weeks in advance.**

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## Request Security/Parking

**Contact MU Police Department**

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

**Requests should be made 30 days in advance.**

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## Request Marketing/Communications

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

Submit a Marketing Communications request at [www.marian.edu/marcom](http://www.marian.edu/marcom)

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## Business Office Request

- Cash Box Requests/Electronic Payment with Cash Box
- Bar Bills (Charged Monthly by Finance Office)
- Event Set Up
- Vendor Payment (Submit 2 weeks prior)

**Requests for payments should be submitted at least 2 weeks prior.**