

Contact Information:

University Events & Engagement

weddings@marian.edu

317-955-6324

Room Reservations

roomreservations@marian.edu

Campus Operations

Stephanie Hostetler

shostetler@marian.edu

317-955-6362

Catering

Anna Semenova Smith

Semenovasmith-anna@aramark.com

Marketing & Communications

<https://www.marian.edu/marketing-communications>

317-955-6307

Campus Police

MUPD@marian.edu

317-955-6789

HelpDesk

helpdesk@marian.edu

317-955-6444

Business Office

busoff@marian.edu

317-955-6020

Steps to Reserve your Sp

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 BDC 97.7()JET@0.00b.00b.nBT/F7 12 Tf1 0 0 1 131.54 231.26 Tm0 gwg04{tw)-4(s)4(