



Event Planning Checklist

Minot State University is proud to host a variety of events.

Following these steps will help ensure your event is as successful as possible.

1 » Reserve event space
MinotStateU.edu/plant/facility-rental.shtml

2 » Reserve event parking
✉ sherri.giessinger@minotstateu.edu

3 » Add event to the campus calendar
✉ publicinformation@minotstateu.edu

4 » Request promotional materials (flyers, graphics, etc.)
✉ amanda.francis@minotstateu.edu

5 » Request a press release
✉ publicinformation@minotstateu.edu

6 » Order food and beverage
✉ austin.ohara@sodexo.com

7 » Request event photography
✉ richard.heit@minotstateu.edu

8 » Request the MSU backdrop and tablecloth
✉ marketing@minotstateu.edu



Be seen. Be heard. Be you.