

**The University of Southern Mississippi
Gulf Coast Campus
Event Scheduling
Information for Faculty and Staff**

Customer Services will:

- Provide scheduling of the facility.
- Provide beverages and other non-food items.
- Provide sound and lighting assistance (AEC Auditorium).
- Provide set-up for purchased food and beverages.
- Provide clean-up services after the scheduled event.
- Notify security of the scheduled event.
- Invoice departments for related expenses.

Note: Fees apply to some services

Marketing and Public Relations-Gulf Coast will:

- Assist in planning the event.
- Coordinate publicity and news for the event.
- Assist with decorations.
- Review printed materials.
- Review university protocol.

Requestor Responsibilities:

- Request facility and services five working days prior to the event.
- Submit the Southern Miss Gulf Coast Facilities Request form to the Department of Customer Services.
- If applicable, submit an Event Order Form for beverages and non-food items to the Department of Customer Services.
- Provide departmental budget string for expenses incurred to the Department of Customer Services.
- Select and order catered food.
- Contact Marketing and Public Relations-Gulf Coast to discuss services need.

If you wish to schedule an event, please contact:

The Department of Customer Services
Heather LeBlanc
Events and Schedule Coordinator
Phone: 228.865.4565
Fax: 228.214.3270