

Department Conference (external audience)

Conference Coordinator -

Event Approved

- Speakers
- Stage Presence

Add to Campus Calendar

Meet with Department

Brushfire Registration Page

Exhibitors Approved

Forms

- Facilities Event Form
- Media Request
- Cafe New Orleans Order
- Inform Campus Police
- SM, Photography, Video Request

Department -

Conference & Event Request Form

Meet with Conference Coordinator

Event Schedule

Identify Speakers (must be approved)

Exhibitors (must be approved)

Registration Check In

Marketing with Communications

Tier 2B External Print Marketing Package (see timeline)

Forms

- NOBTS SWAG Order (see prices & timelines)
- Cafeteria/Catering Order
- VIP Guest Housing Request
- PGH Block

Volunteer Team

Purchasing

Oversee Day Of

EVENT EXAMPLES

- Caskey Conference
- Counseling Conference
- IMB/GMC 8 Steps

Student Life/Admissions Events

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Department -

Conference & Event Request Form

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Event Schedule

Identify Speakers (must be approved)

Exhibitors (must be approved)

Registration Check In

Marketing with Communications

 Tier 2B Internal Audience w/ External Effect Marketing Package (see timeline)

OR

• Tier 2B Internal Audience Package (see timeline)

Form

- NOBTS SWAG Order (see prices & timelines)
- Cafeteria/Catering Order
 - Consult Conference Coordinator
- VIP Guest Housing Request
- PGH Block

Volunteer Team

Purchasing

Oversee Day Of

EVENT EXAMPLES

- Preview Day
- Serve Day
- Student Life Events

President's Office/IA Events

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Department -

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Event Schedule

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Exhibitors (must be approved)

Registration Check In

Marketing with Communications (if necessary)

Tier 2B Internal Audience Package

Forms

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Volunteer Team

Purchasing

Oversee Day Of

EVENT EXAMPLES

- Trustee Meetings
- President's Christmas Dinner
- Cabinet Retreat

Academic Events

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Exhibitors Approved

Department -

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Exhibitors (must be approved)

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Tier 2B Internal Audience Package

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PGH Block

Volunteer Team
Purchasing

Oversee Day Of

EVENT EXAMPLES

- Prepare Here Hybrid Weekends
- Graduation
- Crescent City Praise

Promo Weeks

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Identify Speakers (must be approved)

Event Schedule

Exhibitors (must be approved)

Registration Check In

Chapel with Student Life
Marketing with Communications

• Tier 2B Internal Audience w/ External Effect Marketing Package (see timeline)

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Forms

• Tier 2B Internal Audience Package (see timeline)

NOBTS SWAG Order (see prices & timelines)

- Cafeteria/Catering Order
- Consult Conference Coordinator
- VIP Guest Housing RequestPGH Block

Volunteer Team

Purchasing

Oversee Day Of

EVENT EXAMPLES

- NAMB Emphasis Week
- Global Missions Week