

2006 Text

Planning an Event, Meeting, Conference, Movie or Party on Campus?

Join the Staff from Conference & Event Services over a light lunch to learn how to reserve a space, plan an event, secure catering and even media equipment!

Three "Event Planning Workshops" have been scheduled...please reply to this email with the date that you'd like to attend and we'll count you in!

Thursday, September 14, 2006

Thursday, September 21, 2006

Thursday, September 28, 2006

All workshops will take place in President's Dining Room 1 & 2 from 12:30-1:30 pm.
You will receive a confirmation of your RSVP.

We look forward to planning with you!

-C & E Services

2007 Text

Join your Colleagues in Conference & Event Services for an "event-planning" workshop!

Workshops have been scheduled for:

Tuesday, September 18

10:00-11:00 am in the Woolley Room

Coffee, Tea and Pastries will be provided

Thursday, September 20

12:30-1:30 pm in the Woolley Room

Bring your own lunch, drinks and dessert will be provided

In each workshop attendees will get a refresher on how to reserve a meeting space on campus, things to keep in mind when planning an event, updates on spaces and catering items and they will also receive helpful planning tools from staff members of Conference & Event Services.

To sign up please email turcotte_kristen@wheatonma.edu or call extension 3788 and indicate which day you'd like to attend. All rsvp's will be confirmed via email.

Hope to see you there!

-C & E Services