



Continuing Education Office -- Space Rental MOU

Course Organizer(s): _____

CE Activity Name: _____

CE Activity Date: _____

Course Organizer(s):
Act as course moderator or appoint someone to introduce speakers
Provide any necessary printed materials and handouts
Provide CE Office with information for advertisement
Order food and communicate delivery information to CE Office
Manage registration and check-in for attendees

Continuing Education: included in space rental fee
Evaluation of potential conflicts of dates/subjects via maintenance of master CE calendar
Coordinate MOU with sponsors
Arrange for access to space and unlock necessary doors
Provide the necessary tables for registration, food, etc.
Welcome course organizers to space
Ensure the requested A/V is available
Greet and escort catering to event location
Promotion of event via College Newsletter and CE Website
Provide adequate signage for attendees
Ensure the space will be able to seat the estimated number of attendees

Course Organizer(s) *Date*

Department Chair *Date*

Assistant Dean for External Relations and Chief Advancement Officer, Dr. Liesa Stone *Date*