

2-3 Weeks Before

- Set up a meeting with your Event Coordinator to sit down and discuss everything you need...

Catering

What is your anticipated attendance?

Room Setup

Most common set-ups:

Round tables

High tops tables

Auditorium style seating

1 Week Before

Week of Event

Days Before

Day of Event

48 Hours After

If you have any questions, please do not hesitate to let AMU Event Services and AMU Student Engagement Staff know!