

The Department of Event Management serves in assisting the school and event sponsors in the planning and implementation of John Marshall events. In doing so, the department assists in:

- Event Scheduling
- Room Scheduling
- Budget Development
- Venue Procurement
- Food Service Design
- Vendor Selection, Delivery and Presentation
- Room Design, Layout, Equipment Acquisition and Set-up
- Operating Systems Design and Management
- Program Data Base Management
- Coordination of Speaker Logistics
- Coordinating of Course Materials
- CLE Administration
- Payment of Expenses

In addition to other general responsibilities, the Department of Event Management staff is responsible for event specifics as follows:

Elinor Kannon

- JMLS Events
- JMLS Calendar Coordination
- Classroom Rental by Outside Groups
- Department Oversight

Vicki Lawton

- Center & Honors Program Events
- CLE Administration
- JMLS Gift Items

Kevin Farrell

- Data Base Management
- Processing Registrations and Payments
- Online Food Service Orders

The department will also refer you to other appropriate support departments for promotion, publication design and printing, and media support. Please refer to the *Event Planning Guide* and *Timeline* for additional information and planning assistance.