

# Meeting Planning Guide



**SIU** SOUTHERN ILLINOIS UNIVERSITY  
**STUDENT CENTER**  
CARBONDALE

## Welcome!

To meet your needs, the Student Center offers various seating and table arrangements, staging options as well as sound and light amenities. The Student Center has a list of preferred caterers who are available to accommodate your meal, drink and refreshment needs. In the Student Center, you will find a fresh mix of dining options, Bowling & Billiards, the University Bookstore, and the Craft Shop.

To reserve space or for more information, please visit our website at [studentcenter.siu.edu/scheduling](http://studentcenter.siu.edu/scheduling) or call the Conference & Scheduling Services at 618/536-7751.

## General Planning Process

### Preplanning

- Determine the type of event you are hosting (lecture, luncheon, conference, dance, fundraiser).
- Establish desired date, time, and location of the meeting or program.
- Determine the approximate number of guests and setup arrangement you prefer.

### Reserving Space and Food

- First, contact the Conference and Scheduling Services to reserve space at 618/536-7751.
- If you plan to serve food, refer to the Student Center preferred caterers list and contact chosen caterer.

### Event Details

- Complete a general schedule and event plan.
- Finalize audio/visual, staging and auxiliary set-up needs.
- Coordinate parking arrangements.
- Coordinate deliveries.

## Registered Student Organization Procedures

- Determine date/time/type of activity for the meeting or program.
- Stop by the Conference and Scheduling Services Office on the 2nd floor of the Student Center, south end of the building. You may also reserve meeting space online. Information for this can be found at: [studentcenter.siu.edu/conference-and-scheduling-services/reserve-space.php](http://studentcenter.siu.edu/conference-and-scheduling-services/reserve-space.php). Major event space (Ballrooms, Auditorium, Old Main Room, lounge spaces) may not be reserved online.
- Remember, only RSO Officers and Advisors may reserve space and must be listed in Saluki Connect.
- If necessary, contact a Student Center preferred caterer to arrange food and beverages.
- As needed, make the appropriate audio-visual and set-up arrangements with Conference and Scheduling Services.
- If there are charges associated with the reservation, the Registered Student Organization (RSO) will receive a Fiscal Officer Form upon reserving space. This must be signed by the Office of Student Engagement and returned to Conference and Scheduling Services at least 2 business days prior to your event.
  - For charges over \$100, advisors must approve the event and sign off on.
- Once the RSO has their Fiscal Officer Form signed and all details coordinated, the reservation will then be confirmed and finalized.

## Department Procedures

- Determine date/time/type of activity for the meeting or program.
- Stop by the Conference and Scheduling Services Office on the 2nd floor of the Student Center, south end of the building, call our office at 618/536-7751 or email [studentcenterscheduling@siu.edu](mailto:studentcenterscheduling@siu.edu). You may also reserve meeting space online. Information for this can be found at: [studentcenter.siu.edu/conference-and-scheduling-services/reserve-space.php](http://studentcenter.siu.edu/conference-and-scheduling-services/reserve-space.php). Major event space (Ballrooms, Auditorium, Old Main Room, lounge spaces) may not be reserved online.
- For food, contact a Student Center preferred caterer to arrange food and beverages.
- As needed, make the appropriate audio-visual and set-up arrangements with Conference and Scheduling Services.
- If there are charges associated with the reservation, please provide Conference and Scheduling Services with the correct BP number and Fiscal Officer. All contracts with charges must be signed by a Fiscal Officer or Fiscal Officer Delegate, completed and turned in 2 days prior to the event.
- Once department has their contract signed and all details coordinated, the reservation will then be confirmed and finalized.

## Room Descriptions

- The Student Center offers a variety of rooms for your event, programming and meeting requests.
- Four spacious ballrooms of various dimensions can be used individually or joined together according to your specifications.
- The River Rooms which serve as multi-purpose meeting, custom setup and dining spaces. There are 11 River Rooms available.
- The Town and Activity Rooms are pre-set to accommodate a determined capacity.
- With a seating capacity of 300 and additional wheelchair spaces available, the Auditorium can accommodate larger conferences and meetings.
- The International, Old Main and John W. Corker Lounges offer relaxed atmospheres and are great places for receptions, registrations or expos.

## Audiovisual Services

The Student Center offers an array of equipment to fit your sound, lighting and audiovisual setup needs. We also have trained technicians who assure professional operation of our state-of-the-art audiovisual equipment. Below is a sample of both audiovisual and equipment items the Student Center offers:

- Auxiliary Speakers
- Basic PA and House Sound
- Built-in and Portable Screens
- Piano
- Podiums
- Staging
- Microphones
- Portable and Followspot Lighting
- Projectors

For a complete list of Student Center equipment, please visit our website at [studentcenter.siu.edu/scheduling](http://studentcenter.siu.edu/scheduling).



## Other Services

### University Bookstore

University Bookstore is headquarters for Saluki apparel, gifts, greeting cards, books, office supplies and more.

### Craft Shop

The Craft Shop carries a variety of handmade products and craft supplies. The craft shop also offers classes, workshops, volunteer and community service activities, private lessons in music, ceramics, painting, framing, woodworking, and much more. For more information, visit [studentcenter.siu.edu/activities/craft-shop/](http://studentcenter.siu.edu/activities/craft-shop/).

### Bowling & Billiards

Student Center Bowling & Billiards is a top destination for fun and value at the Student Center. Students, staff, faculty and the southern Illinois community are welcome! The Bowling & Billiards facility has generous hours every day, all week long! Bowling & Billiards also offers birthday party packages as well as complete facility rental for group celebrations.

### Parking Division Auxiliary Office

The Parking Division has a satellite facility available in the Student Center Monday – Friday, 9am – 3pm to take care of your parking needs.

### Marketing and Graphics

Student Center Marketing and Graphics provides promotional and design services for Student Center departments, Registered Student Organizations, and the Community.

## Student Center Preferred Caterers

The Student Center has a preferred caterers list containing area businesses able to accommodate customized service and professional assistance for elegant banquets, business luncheons and simple coffee breaks. Please visit our website for more information: [studentcenter.siu.edu/services/catering](http://studentcenter.siu.edu/services/catering).

## Dining

### Cantina Bravo

Made to order burritos, tacos, salads and more.

### Chick-fil-A

Fresh, hand-breaded chicken sandwiches, waffles fries and fresh squeezed lemonade.

### Freshly Tossed

Fresh salads made-to-order.

### Maroon Spoon

Daily selection of rotating menu items.

### Parma

Fresh, delicious pizza and Italian food.

### Starbucks

An array of coffee, beverages and sweets.

### Subway

Sandwiches, wraps and salads are made to order. Also enjoy a variety of soups and freshly baked cookies.

SIU Student Center  
Conference and Scheduling Services  
1255 Lincoln Drive  
Southern Illinois University Carbondale  
Carbondale, IL 62901-6705  
618/536-5531

## Meeting Planner

Ballrooms	Dimensions	Square Foot	Classroom	Auditorium	Conference	Round	U-Shape Out	U-Shape In/Out
Ballroom A	27' x 45'	1,215	72	120	40	80	35	65
Ballroom B	55' x 59'	3,245	150	280	50	136	50	90
Ballroom C	29' x 45'	1,305	72	120	40	80	35	65
Ballroom D	76' x 92'	5,650	250	500	50	400		90

\*For RSO dances falling under the dance policy, space is limited to Ballrooms C/D and 850 guests.

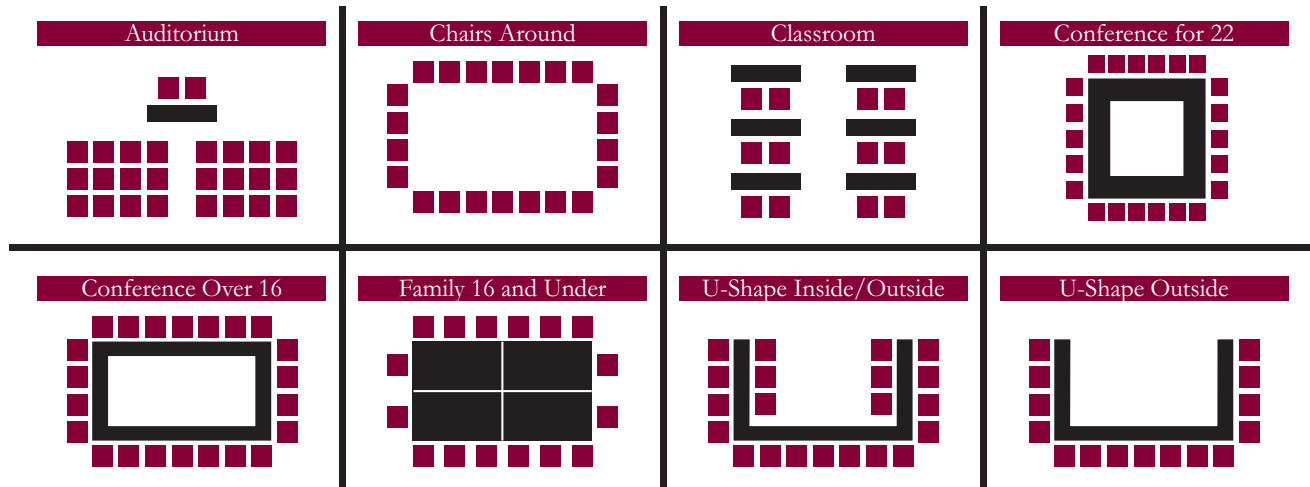
\*\*Ballrooms A, B, C and D are available for rental individually or can be joined together in a variety of combinations.

River Rooms	Dimensions	Square Foot	Classroom	Auditorium	Conference	U-Shape Out	U-Shape In/Out	Family
Kaskaskia/Missouri	48' x 25'	1200	36	80	40	35	50	16
Illinois	22' x 38'	836	-	-	34	29	51	16
Mississippi	20' x 44'	880	-	-	40	35	61	16
Ohio	18' x 38'	684	24	60	34	29	51	16
Kaskaskia	24' x 25'	600	18	40	22	17	25	16
Missouri	24' x 25'	600	18	40	22	17	25	16
Vermillion	19' x 30'	570	-	-	22	-	-	16
Mackinaw	20' x 22'	440	-	30	-	-	-	16
Wabash	19' x 21'	399	-	-	-	-	-	12
Saline	19' x 20'	380	14	30	22	17	25	16
Iroquois	15' x 19'	285	-	-	14 (family)	-	-	14
Sangamon	12' x 20'	240	-	-	16 (family)	-	-	16

Activity Rooms	Dimensions	Square Foot	Conference	Miscellaneous Rooms (Permanent Set-up)
A, B, C, D	19' x 17'	323	22	Auditorium 300

\*Activity Rooms A, B, C, D can be rented individually or combined into Activity Room A/B and Activity Room C/D.

Town Rooms	Dimensions	Square Foot	Conference	U-Shape In/Out	Miscellaneous Rooms (Permanent Set-up)
Troy/Cornith	38' x 19'		44		Big Muddy Room 300
Thebes	38' x 19'	722	-	50	Cambria 72
Corinth	20' x 19'	380	22	-	Old Main Room 120
Troy	18' x 19'	342	22	-	Renaissance 250
					Roman Room 400
					Delta Room 120
					John W. Corker Lounge 100
					Old Main Lounge 50
					International Lounge 500



For a complete list of Student Center rates, or details on scheduling policies visit our website [studentcenter.siu.edu/conference-and-scheduling-services/](http://studentcenter.siu.edu/conference-and-scheduling-services/)