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 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. 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.
- 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.
- 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.

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. You may also reserve meeting space online. Information for this can be found at: 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.
- If there are charges associated with the reservation, please provide Conference and Scheduling Services.
- 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
- Projectors
- Staging
- Microphones
- Portable and Followspot Lighting

For a complete list of Student Center equipment, please visit our website at studentcenter.siu.edu/scheduling.

Celebrating 150 years of Southern Illinois University Carbondale 150.siu.edu
**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/.

**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.

**Meeting Planner**

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

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

**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 lunches and simple coffee breaks. Please visit our website for more information: 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.

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<table>
<thead>
<tr>
<th>River Rooms</th>
<th>Dimensions</th>
<th>Square Foot</th>
<th>Classroom</th>
<th>Auditorium</th>
<th>Conference</th>
<th>Round</th>
<th>U-Shape Out</th>
<th>U-Shape In/Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaskaskia/Missouri</td>
<td>48' x 25'</td>
<td>1200</td>
<td>36</td>
<td>80</td>
<td>40</td>
<td>35</td>
<td>50</td>
<td>16</td>
</tr>
<tr>
<td>Illinois</td>
<td>22' x 38'</td>
<td>636</td>
<td>-</td>
<td>-</td>
<td>34</td>
<td>29</td>
<td>51</td>
<td>16</td>
</tr>
<tr>
<td>Mississippi</td>
<td>20' x 44'</td>
<td>800</td>
<td>-</td>
<td>-</td>
<td>40</td>
<td>35</td>
<td>61</td>
<td>16</td>
</tr>
<tr>
<td>Ohio</td>
<td>18' x 38'</td>
<td>684</td>
<td>24</td>
<td>60</td>
<td>34</td>
<td>29</td>
<td>51</td>
<td>16</td>
</tr>
<tr>
<td>Kaskaskia</td>
<td>24' x 25'</td>
<td>600</td>
<td>18</td>
<td>40</td>
<td>22</td>
<td>17</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>Missouri</td>
<td>24' x 26'</td>
<td>600</td>
<td>18</td>
<td>40</td>
<td>22</td>
<td>17</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>Vermillion</td>
<td>18' x 30'</td>
<td>570</td>
<td>-</td>
<td>-</td>
<td>22</td>
<td>-</td>
<td>-</td>
<td>16</td>
</tr>
<tr>
<td>Mackinaw</td>
<td>20' x 22'</td>
<td>440</td>
<td>-</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>16</td>
</tr>
<tr>
<td>Wabash</td>
<td>18' x 21'</td>
<td>399</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12</td>
</tr>
<tr>
<td>Saline</td>
<td>18' x 20'</td>
<td>380</td>
<td>14</td>
<td>30</td>
<td>22</td>
<td>17</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>Iroquois</td>
<td>15' x 18'</td>
<td>205</td>
<td>-</td>
<td>-</td>
<td>14 (family)</td>
<td>-</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Sangamon</td>
<td>12' x 20'</td>
<td>240</td>
<td>-</td>
<td>-</td>
<td>16 (family)</td>
<td>-</td>
<td>-</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Rooms A, B, C, D</th>
<th>Dimensions</th>
<th>Square Foot</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D</td>
<td>19' x 17'</td>
<td>323</td>
<td>22</td>
</tr>
</tbody>
</table>

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

For a complete list of Student Center rates, or details on scheduling polices visit our website studentcenter.siu.edu/conference-and-scheduling-services/