

# Calendar & Events

The responsible person should submit the dated event on the Converse Events Online Calendar found with the link below.

[https://www.converse.edu/campus-events/?utm\\_source=redirect&utm\\_medium=redirect&utm\\_campaign=redirect&utm\\_content=events](https://www.converse.edu/campus-events/?utm_source=redirect&utm_medium=redirect&utm_campaign=redirect&utm_content=events)

- a. Anyone responsible for scheduling an event which requires stage arrangements, such as microphones, chairs, a lectern, etc., must complete a work order and send it to Facilities Management.
- b. To arrange for meal service in either the Main or the Private Dining Room, faculty and administration communicate directly with the Food Service.

Departmental committees and similar meetings are left to the discretion of the respective group, with effort made to avoid conflicts with regularly scheduled meetings and events.