

# SCHEDULING AND EVENT SERVICES OFFICE

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Scheduling & Event Planning (<https://www.smsu.edu/administration/scheduling/>)

FH 118, 507-537-7110

The Scheduling and Event Services Office is your One-Stop-Shop for events, concerts, conferences and meetings on the campus of Southwest Minnesota State University. The University Scheduling and Event Services Office is located in Founders Hall 118. The Scheduling and Event Services Office coordinates everything from the scheduling of rooms and equipment, to coordinating the services of all of the University service groups including SMSU Catering.

For questions or to begin planning for your event please contact the Scheduling and Event Services office at 507-537-7110 or email us at: [scheduling@smsu.edu](mailto:scheduling@smsu.edu).