

RESOURCE GUIDE FOR ON-CAMPUS EVENTS



Event Planning

This guide provides basic event planning information for events at Notre Dame. The Center for Continuing Education, Catering by Design, the Morris Inn, and Legends are great resources for planning public, outside events. These coordinators can arrange venue, food, and A/V reservations.

Event Concepts

- What is the purpose of the event and who is the target audience?
- How many people will attend?
- When and where will the event take place?
- Who is responsible for coordinating the event and how much will it cost?

Event Details

- VENUES (See list of campus venues on page 2 – reservation coordinated by campus caterer when food is included in event)
- FOOD/DÉCOR (Contact appropriate campus caterer, approvals, clean-up)
- FINANCIALS (Budget, deposits, cost per participant)
- AUDIO/VISUAL (Coordinated by campus caterer – classroom technical support typically not available outside class times)
- GUESTS/SPEAKERS (A/V needs, logistical details)
- REGISTRATION (RSVPs, tracking)
- ASSIGNED TASKS/SUPPLIES (Volunteers, nametags, etc.)

Event Promotion

- Save the Date – announce the event in advance
- Invitations
- Email and Telephone outreach

Running the Event

- Set-up
- A/V check
- Review and manage the event
- Clean up

Event Wrap-Up

- Attendance
- Settle finances
- Thank yous
- Evaluation

QUICK RESOURCES:

Catering by Design

(574) 631-7859 or food.nd.edu
Catering service for some on-campus venues. See website for details.

NOTE: food items are not allowed in most buildings without prior approval.

Campus Ministry

(574) 631-7800

Coordinate Masses, spiritual activities, and faith-related programs.

Eck Visitor Center

(574) 631-5726

Stay connected. Stay Irish.
Alumni services and information.

ND Conference Center

conferences.nd.edu

Event schedules, more information, etc.

NDSP

(574) 631-5555

Parking, security, lost and found information.

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Campus Venues

There are several campus venues available for public, outside group events. Classroom buildings are generally not open for public, outside group events. Venues have varying policies, fees, and academic year availability. Contact coordinators for more information.

Center for Continuing Education

- Contact CCE staff at (574) 631-6691
- Multiple venues
- Seating between 10-350
- Catering available! – conferences.nd.edu

Coleman Morse Center

- Contact building manager at (574) 631-7794
- Multiple venues seating between 40-125
- Catering available! – food.nd.edu

DeBartolo Performing Arts Center

- Contact DeBartolo staff at (574) 631-2837
- Multiple arrangements

Dining Facilities

- Contact Catering at (574) 631-7859
- Greenfields International Café, seating between 12-80
- North Dining Hall, multiple venues, seating between 80-350
- South Dining Hall, multiple venues, seating between 20-700
- Catering Available! – food.nd.edu

Eck Visitor Center

- Contact staff at (574) 631-5726
- Seating between 20-80
- Catering available! – food.nd.edu

Innovation Park

- Contact staff at (574) 631-8825
- Multiple venues, seating between 14-60
- Catering available! – food.nd.edu

The Joyce Center

- Contact Catering at (574) 631-7859
- Monogram Room seats 100-250
- Sports Heritage Hall seats 200-500
- Club Naimoli at the Purcell Pavilion seats 50-400
- Catering available! – food.nd.edu

LaFortune Student Center

- Contact Student Activities at (574) 631-6912
- Multiple conference rooms seating between 10-80
- Montgomery Theatre, seating for 60
- LaFortune Ballroom, varying capacities
- Catering available! – food.nd.edu

Legends of Notre Dame

- Contact Legends staff at (574) 631-2988
- Multiple venues, seating between 12-250
- Catering available! – legendsofnotredame.org

Morris Inn

- Undergoing renovation. Not currently available.

Sacred Heart Parish

- Email: sacheart@nd.edu
- Seating between 50-200
- Catering available! – food.nd.edu

Snite Museum of Art

- Contact Snite Museum at (574) 631-4842
- Anneberg Auditorium seats 304

Stepan Center

- Contact Student Activities at (574) 631-6912
- Multiple arrangements
- Catering available! – food.nd.edu

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Additional Resources

ATM Locations

Notre Dame Stadium, Joyce Center, Rolfs Sports Recreation Center, Hesburgh Library, Main Building, Mendoza College of Business, South Dining Hall, North Dining Hall, Decio Faculty Hall, Grace Hall, Hammes Bookstore, DeBartolo Performing Arts Center, LaFortune Lower Level

[ATM Location Map](#)

Athletics

- [Athletic information including schedules](#)
- [Murrane Family Ticket Office](#)

Campus Maps

- [Online campus maps](#)
- [Printed maps are available at the University Alumni Center](#)

Golf

- [Warren Golf Course](#)
- [\(574\) 631-GOLF \(4653\)](#)
- [Email: warrengc@nd.edu](mailto:warrengc@nd.edu)

Mass Schedules

- [Sacred Heart of the Basilica Mass schedule \(including Football Weekend and special masses\)](#)
- [Residence Hall and Other Chapels Mass schedule](#)

St. Joseph County Chamber of Commerce

- www.sjchamber.org
- [Call \(574\) 234-0051](tel:5742340051)

Security Personnel-Events

- [Call \(574\) 631-8343](tel:5746318343)

Tailgate Services

- [General tailgate information](#)
- [Tailgate catering available!](#)

Ushers-Events

- [Call \(574\) 631-5035](tel:5746315035)