

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section Event Planning (How To)

I. Purpose

This information is designed to assist Northwest students, faculty, staff, and organizations in conducting campus events easily and efficiently. Appropriate advance planning allows such events to become positive public relations vehicles.

II. Policy

Please refer to “A How-to Kit, A Guide to Event Planning on the Northwest Missouri State University campus”.

For more information, contact the Gina Bradley in University Relations at 562-1143.