

STATEMENT OF PURPOSE

Scheduling & Conference Services strives to provide high-quality seamless event support to the university and community while providing professional, friendly, and efficient customer service that will result in a successful event.

Scheduling & Conference Services will:

- Consult with customers regarding their meeting/youth program/conference.
- Create a Use Agreement, if necessary, and/or terms and conditions for signature.
- Schedule meeting locations.
- Coordinate
 - catering services for UT Tyler;
 - setups/teardowns with setup team to include layouts, if needed;
 - on-campus technology and/or audio-visual needs; and
 - door unlocks, reserved parking, onsite police presence, etc.
- Work through event logistics with other university departments.
- Create invoices and coordinate payments.

Support from all campus departments is essential in this effort.

EQUAL OPPORTUNITY

In accordance with the Board of Regents' Rules and Regulations, Rule 10701, "To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas System or any of its institutions, on the basis of race, color, national origin, ethnicity, religion, sex, age, veteran status, or disability."