

Facility Services: 651-641-3432

Brenda Grussing

bgrussin@luthersem.edu

Facility Services will assist you to make your meeting what you want it to be.

Optional Room Arrangements:

- A - Theater seating
- B- Tables in "U" shape
- C- Semi-circle or full-circle of chairs.
- D - Hollow Square
- E - Other



Set Up Requirements:

- A - Flip charts
- B - Easels
- C - Dry erase boards

Housekeeping needs will also be handled by our staff.

P Parking

Guest Parking is available in lots adjacent to the Olson Campus Center,



Northwestern Hall and Gullixson Hall.

Additional street parking is also available on the campus sides of Fulham Street and Hendon Avenue.

Maps to Luther Seminary

<http://www.luthersem.edu/campus/map.asp>



Luther Seminary



Planning Your Meeting or Event

A guide for reserving meeting/event spaces, catering and media at Luther Seminary.

Tel: 651-641-3214
Website: www.luthersem.edu/events



Luther Seminary

Luther Seminary Event Services
Attn: Carol Hansen
Olson Campus Center
1490 Fulham Avenue
Saint Paul, MN 55108

Phone: 651-641-3214
Fax: 651-523-1609

Email: events@luthersem.edu
Website: www.luthersem.edu/events



EVENT SERVICES

Carol Hansen: 651-641-3214
events@luthersem.edu



You have chosen a tentative date for your event or meeting! You can check room availability and also request the space on our Event Request Space page.

<http://esther.luthersem.edu/vemsprow>

To book your room we will need the following details:

- √ Contact person, phone number and email address (if available)
- √ Name of the function - as your guests will identify it
- √ Date(s) for the event
- √ Beginning and ending time
- √ Expected attendance
- √ Room set-up requirements
- √ Billing information/Department

Please provide us with a minimum 24 hour advance (business day) notice on requesting your space. If you are requesting "day of" space, please call us rather than email.

We can also provide you with campus maps, lists of nearby hotels and area vendors.

DINING SERVICES/CATERING

Laura Anderson: 651-641-3255
dining@luthersem.edu

DINING SERVICES

The Cafeteria at Luther Seminary is located in the Olson Campus Center and is open to the public. The daily menu and hours are posted on our website. Daily offerings include salad bar, sandwich bar, soup, cold and hot beverages, and a variety of baked goods and snacks.

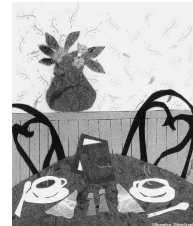


Martin's Grill is available throughout the day for a wide assortment of grilled items.

To ensure a smooth dining experience, groups of 10 or more who select our cafeteria line as their meal service are asked to call ahead to let us know you will be dining with us.

CATERING

Catering services are available throughout campus seven days a week (except major holidays) and require an advance order. Lead time necessary is contingent on the complexity of your request.



We also invite you to hold your catered event in our lovely dining room overlooking our garden terrace. We can accommodate 250 in the dining room and up to 30 guests on the terrace.

We look forward to hearing from you for your catering needs!

<http://www.luthersem.edu/dining>

MEDIA SERVICES

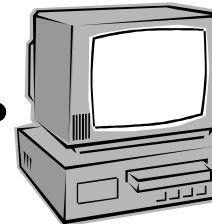
Paul Snider: 651-641-3256
psnider@luthersem.edu

Luther Seminary can provide most forms of audiovisual equipment for your meeting or event at a reasonable fee.

Arrangements must be made at least 72 business hours in advance to guarantee availability and delivery of this equipment.

Most meeting rooms are equipped with:

- √ Ceiling-mounted projectors and screen with VCR
- √ Document camera to present transparencies and opaque material
- √ Computer connection, internet connection and audio plug to project PowerPoint presentations, web pages, and CD or DVD audio and video.



Media Services also provides additional audio-visual equipment including video-teleconferencing and computer presentations.

http://www.luthersem.edu/media_services