



**Wheeling Jesuit University**

Conference Services  
316 Washington Avenue  
Wheeling, West Virginia,  
26003  
United States  
Tel: 304-243-8165  
Fax: 304-243-2219

**MEETING PLANNER'S CHECKLIST**

Check off each item below as you complete it:

- Submit a signed contract and 100% non-refundable deposit as listed in contract under DEPOSIT(S) heading, page numbers may vary upon contract to contract.
- Submit equipment and AV needs to your assigned Staff Member
- Contact WJU's on-campus caterer, [Parkhurst](#), for any catering for your event (304-243-2320)
- If applicable, submit a list of rental equipment and insurance from outside vendors to your assigned Staff Member.
- Provide your assigned Staff Member with a certificate of insurance seven (7) business days prior to your event.
- Submit payment for your second deposit balance, if listed, fourteen (14) business days prior to your event.
- Final payment for the event is due 30 days from receipt of post-event invoice.