



NORTHEASTERN
STATE UNIVERSITY
CONFERENCES & EVENTS



WELCOME

At Northeastern State University, we value our guests and pride ourselves on building lasting relationships with each guest.

The success of your event is of the utmost importance to our team at Northeastern State University. As our client, you receive one-on-one assistance from our excellent team of specialists. This one-stop-shop approach ensures your event planning experience is a seamless one.

Located in the heart of Cherokee County, NSU holds a rich history that is unlike any other. Established as the Cherokee National Female Seminary in 1846, Northeastern State University serves as the oldest institution of higher learning in Oklahoma.

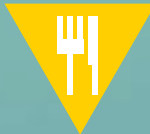
At NSU, we are delighted to welcome you, as our guest, to our beautiful campus and share our longstanding culture and history.



MEET



EAT



STAY



PLAY



MEET - EAT - STAY - PLAY

MEET

The venue sets the tone for your event and is an opportunity to give guests a positive first impression. We know that finding the perfect accommodations can be difficult, so we take great pleasure in making that process as easy as possible for you. NSU offers over 40,000 square feet of versatile space that we are certain can accommodate almost any need.

EAT

Equally as important as locating the perfect venue for an event, is planning the perfect menu. NSU is proud to have Sodexo as our exclusive food service provider for all three of our beautiful campuses. Onsite catering allows NSU to provide clients with another component to a one-stop-shop experience.

STAY

During the summer season, Northeastern State University opens its residence halls, allowing conference guests to enjoy an extended stay. For youth conferences, there are numerous traditional lodging options. NSU also offers suite style lodging for adult conference groups. All lodging facilities are conveniently located within a short walk to the nearest amenities and offer guests access to campus WiFi.

PLAY

While our first focus is to create a customized service for each guest, we know that enjoying your stay beyond your meeting is important to you. With the North End District just walking distance from NSU, visitors can enjoy local shopping and dining at their leisure. You can also take time to enjoy the Scenic Illinois River, Lake Tenkiller or immerse yourself in a Cherokee Nation cultural experience.



MEET



CONFERENCE & EVENT PLANNING SERVICES

Of our numerous classrooms, conference rooms and spacious Ballroom, we can easily accommodate the needs of any business meeting, fundraising gala, leadership conference, concert and other events.

ONE-STOP-SHOP

The NSU Conferences & Events staff is committed to providing clients with a seamless and professional experience. By creating a one-stop-shop, you will conveniently be provided with one point of contact. A team of well-trained staff will execute each detail while also serving as an excellent source of knowledge. We are experienced in serving small and large groups of varying needs and are confident in being able to execute your vision.

EVENT MANAGEMENT SERVICES

- Dedicated professionals to assist in bringing together the details of your event to customize our venues and services based on your specifications
- 24/7 on-call support during your stay with us, because we understand that the unexpected can happen
- Event specialists to serve as your personal liaison from the first day of contact, until your event is executed fully

MEET



AMENITIES

PARKING & TRANSPORTATION

NSU Parking Services is available to assist with all parking needs for your event to ensure that guests start with a positive experience. With a variety of options for visitor parking, we issue complimentary parking passes for all guests on campus.

MAIL & PRINTING SERVICES

Northeastern State University is pleased to offer guests a full-service shop for all print, copy and mail needs, provided by JD Young. Printing services, located in the basement level of the University Center, specializes in posters, business cards, event programs and much more.

RIVERHAWKS WELLNESS CENTER

The NSU RiverHawks Wellness Center provides excellent health and wellness opportunities for conference guests, including two basketball courts, machine and free weight areas and cardio equipment. It also offers an indoor running/walking track, group exercise classes, indoor and outdoor volleyball courts and Tahlequah's only heated indoor pool.

UNIVERSITY CENTER LOUNGE

Our University Center Lounge was designed to allow visitors a space to watch a few moments of television, catch up on emails or simply to have a comfortable seat to relax in between meetings.

MEET



MULTIPURPOSE & SPECIALTY VENUES

UNIVERSITY CENTER

The University Center serves as a central hub for NSU students, faculty, staff and community visitors on our Tahlequah Campus. With 11 meeting facilities located within, it is an ideal location for larger events needing numerous breakout session locations. The Barnes and Noble RiverHawk Shoppe and several of our on-campus dining options are also housed here.

The Sen. Herb Rozell Ballroom is the largest facility in the University Center. With a total of 9,600 square feet of versatile meeting space, the Ballroom can be separated into three equal sections to provide individual spaces or to be used in its entirety for a larger event. It also features a 2,500 square foot covered terrace that is perfect for a cocktail hour or wedding reception that desires an outdoor environment.

THE NSU EVENT CENTER

Built in 2013, the Event Center features a 14,000 square foot multipurpose arena and large meeting space. Home to our NSU RiverHawks athletic teams, the Event Center is designed to host various concerts, banquets and trade shows.

This building also houses the Tahlequah Event Center that features floor to ceiling windows, which look out toward the Doc Wadley Football Stadium. As our third largest event facility, the Tahlequah Event Center comfortably accommodate 150 guests. This space also has full multimedia capabilities and ample onsite parking.



MEET



MULTIPURPOSE & SPECIALTY VENUES

W. ROGER WEBB EDUCATIONAL TECHNOLOGY CENTER

With stadium style seating for just over 300 guests, the Webb Auditorium is an excellent venue of choice for lectures and presentations. This space features an integrated audio/visual system and a fixed stage, which allows for optimal quality of your event. The Webb Tower offers breathtaking views of our campus and The North End District of downtown Tahlequah.

SECOND CENTURY SQUARE

NSU's primary outdoor venue, Second Century Square, offers a picturesque setting for your guests. Featuring a fixed stage and amphitheater seating, this space can accommodate a variety of events.

MEET

FACILITY SPECIFICATIONS

Room	Rate	Sq. Ft.	Theater	Banquet	Classroom	Other
Grand Ballroom	\$900	9600	650	528	200	-
Section "A" Only	\$350	3200	220	176	110	-
Section "B" Only	\$350	3200	220	176	110	-
Section "C" Only	\$350	3200	220	176	110	-
Terrace	\$285	2578	500	200	-	-
Ballroom Lounge	\$285	1890	150	104	75	-
TV Lounge	\$55	280	-	-	-	-
Room 221 Conference	\$115	576	-	-	-	14
Room 222	\$145	725	-	-	36	-
Room 223	\$175	870	-	-	43	-
Room 224	\$175	870	-	-	43	-
Room 225	\$175	870	43	30	43	-
Room 226	\$175	870	43	30	43	-
Room 228 Conference	\$150	360	-	-	-	18
Morgan Room	\$285	1890	150	104	75	-
Redbud Room	\$305	2560	150	120	102	-
Webb Tower Room	\$250	710	60	64	40	-
Alumni Great Hall	\$175	1815	100	60	30	-
Webb Auditorium	\$500	5000	-	-	-	300
Event Center Arena	\$1,500	14,466	1000	800	800	-
Tahlequah Event Center	\$350	3330	220	168	90	-

For up-to-date pricing and availability, please visit www.nsuok.edu/conferences.



WEDDINGS AT NORTHEASTERN STATE UNIVERSITY

We know how important your wedding day is to you and are honored that you chose Northeastern State University as your venue! To better assist couples in coordinating a flawless event, we are pleased to offer complimentary venue coordination services for weddings. With an extensive background in wedding coordination, we are prepared to stand by you on the big day to ensure no detail goes overlooked. Our staff knows that it takes a great deal of planning to coordinate a wedding, therefore, we have made it our mission to make this process as easy as possible for you!

With an initial consultation, we will have the opportunity to learn about you and your dream wedding. Based on the details of your event, we can find a venue on campus that will serve as the home for where your marriage begins.

Our role is to be responsible for all things pertaining to the venue itself and the details that you have entrusted us to coordinate for you. If a guest forgot to mention a food allergy or you would like the temperature adjusted, allow us to take on the responsibilities while you enjoy your wedding day.

SERVICES OFFERED

- Creation of Day-Of Timeline to assist in coordinating various details
- Work to ensure that all needs are met regarding food, set up, security, parking and any other additional services requested
- Serve as primary day-of point contact for you and/or your wedding planner
- Full service catering options customized for your special event. From light receptions to elegant banquets with bar service available, we are sure that you and your guests will have a memorable experience

FAQ

- What is included in my venue rental? We provide all equipment that you may need to make your big day special including but not limited to chairs, tables, and audio visual technology.
- What times does my rental include? The rental includes all day from 8:00 AM to 11:00 PM. You can also additional time if needed.
- Do I have to rent my own linens and tableware? No, with our on site catering all of your tableware and linens are included in the cost.

EAT



CATERING & DINING

ON-CAMPUS DINING

A shortage of restaurant options will never be an issue when you are visiting Northeastern State University. Our various retail vendors are certain to have something to accommodate any craving.

Sodexo is a world leader in the highest quality food and service, and is pleased to offer diverse catering options for groups of any size. From light lunches to elegant banquets, we are confident that your dining experience will be a memorable one for you and your guests.

During our Summer Season, retail food option hours and availability depends on campus student volume. Our all-you-care-to-eat Market Cafe is always available as an alternative food option for conference guests.

RIVER'S EDGE

Located in the University Center. Enjoy this relaxed social environment while dining on our signature soups and sandwiches or sipping on Starbucks coffee.

CHICK-FIL-A

Best known for its signature sandwich (and popularity with the cows), this perennial campus favorite also offers nuggets, waffle cut fries and freshly squeezed lemonade.

PIZZA HUT EXPRESS

Located inside Essentials convenient store in the Leoser Housing Complex is this American staple prepared to meet all of your pizza cravings. This one-stop-shop carries everything from soda, candy and chips to pizza, pasta and wings.

SEÑOR SABROSO

We are proud to introduce our newest dining option. If you are looking to put a little spice into your day, this campus favorite offers nachos, tacos, burritos and bowls all tailored to your liking.

SEMINARY SUITES GRILL

Seminary Suites Grill offers a convenience store and grill to serve the northwest side of campus. Traditional convenience store items are available, as well as a nice little Grill concept offering burgers, hot and cold sandwiches, soups, and pizza. With indoor, outdoor, or even poolside dining The Grill is calling your name.



CATERING & DINING

MISS ANNIE'S

This laid back lunch spot is popular with the health conscious crowd. Soups, wraps and salads with a lite flair are featured, but the menu's not too far off the mainstream. Only the healthiest ingredients are used and the offerings are made fresh daily. Check out the quinoa salad, roasted bell pepper or black bean hummus, or one of our inspired wraps.

WOW CAFE

NSU is proud to be the location of the first WOW café & "Wingery" in the state of Oklahoma. Offering fresh "never frozen" chicken tenders, fresh chopped salads, mouth watering wraps, signature quesadillas, Texas toast burgers and wings! All this, complemented with 17 deliciously different sauces and spice rubs from the soul of Louisiana can only leave you saying one thing... WOW!

FRESHĒNS SMOOTHIE COMPANY

Freshens offers award — winning premium yogurt and all-natural fresh blended smoothies. Featuring the largest selection of fat-free and no sugar added flavors.

MARKET CAFE

The primary dining hall on the Tahlequah campus is the Market Café in the University Center's main lobby. Sodexo Dining Services offer breakfasts, lunches and dinners that are all-you-care-to-eat and include a variety of items to suit every palate.

EAT LOCALLY

Sodexo has 75+ contracted regional fresh produce distributors that sell local produce, when in season. Through this approach Sodexo integrates local farmers into our existing distribution channels.

EVENT CATERING

Do you have an upcoming event or conference? For your convenience, Sodexo has chosen many desirable options to create an extensive menu selection. Menus can also be customized for your event. From a quaint coffee break to a delectable plated dinner, Sodexo is comfortable serving groups of 40 to 400.

Contact one of our Catering Managers today for more information:

Tahlequah Campus: 918.444.2550
sodex001@nsuok.edu

STAY



LODGING

OVERNIGHT ACCOMMODATIONS

During the summer season, Northeastern State University opens its residence halls to allow conference guests to enjoy an extended stay with us. Residential facilities are maintained by our staff to ensure the best accommodations for you and your guests. All lodging facilities are conveniently located within a short walk to the University Center for your meeting or food venues.

If needed, you can request that your guests be provided with bed and bath linens and basic amenities. A front desk is available in each facility to address all guests needs. However, we know that time is not always in your favor and will provide one central point of contact for 24-hour, on-call service.

ADULT ACCOMMODATIONS

- Seminary Suites
- Cobb Hall

SEMINARY SUITES

- Seminary Suites accommodates over 300 guests and features single-occupancy bedrooms with full size beds
- Each room is equipped with a microwave, small refrigerator, a desk and a dresser chest
- There are 2-bedroom and 4-bedroom suites available. Each suite offers a shared kitchenette and living room.
- Availability limited to adult groups only

COBB HALL

- Built in 2016, Cobb Hall is NSU's newest lodging facility
- Cobb Hall accommodates nearly 330 guests in suite style lodging
- Each suite can house four guests with twin XL beds, desks and dressers, as well as a shared bathroom
- Each floor of the building has two shared lounge spaces with large screen TVs and couches
- The first floor also features a multipurpose room and community kitchen space



LODGING

YOUTH ACCOMMODATIONS

- Wyly Hall
- North and South Leoser

Each of our traditional halls contains double occupancy rooms, furnished with Twin XL beds, desks and chairs. Double occupancy rooms can be used as private rooms. Each floor offers guests a shared common space.

WYLY HALL

- Newly renovated, this facility can accommodate approximately 126 guests
- Each floor is divided into two quads, each quad has approximately 12 rooms with the exception of the first floor, where one quad is only 6 rooms
- Each quad, with the exception of 1st floor, has 2 bathrooms and a common area
- Both 2nd and 3rd floors have two rooms outside the quads in the lobby area — perfect for group leaders
- A large lounge and entertainment space is available on the 1st floor
- Laundry facilities are located between the 1st and 2nd floor

NORTH AND SOUTH LEOSER

- Accommodates approximately 675 Guests throughout the entire complex
- Each wing in Leoser has three floors. Each floor has one large bathroom and several contain a small common space in addition to the large lounges and classroom throughout the complex.
- On average, each wing can accommodate 112 guests. Floors can house between 30-40 guests of a single gender.
- Two laundry facilities are available at each end of Leoser
- North and South Leoser each have their own lounge that includes large televisions, tables and chairs. The Leoser Center is also home to the Chatterbox lounge that includes large tables for dining, public computer access and a large screen television, as well as a large multipurpose classroom.

PLAY



ABOUT TAHLEQUAH

MAINSTREET & NORTH END DISTRICT

Scattered along the brick-paved sidewalks of Tahlequah Main Street, are brilliantly stocked women's boutiques, a 50-year-old family owned bakery, one-of-a kind art galleries, the best cup of coffee, a men's boutique, soup, salads, gyros, steaks, beverages and Sam & Ella's Chicken Palace!

A fascinating and thrilling combination, the North End brings life to Downtown Tahlequah — music, dancing, art and culinary pleasures. The gracious host to most of Tahlequah's festivals, Norris Park is the heart of the North End. Here families play, throw frisbee, watch movies, eat hot dogs and gather for community events.

CHEROKEE NATION

Tahlequah is proud to be the home of the Cherokee Nation where visitors can experience a cultural experience unlike any other. Visitors can learn about the Trail of Tears, Sequoyah's syllabary and the spirit of Cherokee ancestors. Some of the cultural experience opportunities include:

- Cherokee Heritage Center
- Cherokee Prison Museum
- Cherokee Nation Court Museum
- Cherokee National Museum
- Cherokee National Capitol Building

NATURE ACTIVITIES

One of the most unique features that sets Tahlequah apart from other communities is the access to premier outdoor activities. Whether you wish to float the scenic Illinois River, take a boat out on Lake Tenkiller or take advantage of the many hiking and biking trails available — we are certain there is an activity to please everyone! Among other countless outdoor experiences are:

- Elephant Rock Nature Park
- Sparrowhawk Primitive Trail
- Ozark Bathtub Rocks
- A variety of state parks
- JT Nickel Preserve



NORTHEASTERN STATE UNIVERSITY

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FREQUENTLY ASKED QUESTIONS

DO YOU PROVIDE LINEN? IF SO, WHAT IS INCLUDED IN THE PACKET?

Yes, if requested, we do provide linen packets for our guests. Each individual packet includes a flat sheet, fitted sheet, blanket, pillow, pillowcase, two towels, two washcloths.

CAN OUR ATTENDEES HAVE ACCESS TO WI-FI?

Yes, starting in the 2018 Summer Conference Season we will be proud to offer our guests NSU Guest Wifi in our lodging facilities.

WHAT HAPPENS IF WE NEED ASSISTANCE AFTER BUSINESS HOURS OR ON WEEKENDS?

There will be an on-call staff member available nights and weekends throughout the summer. The contact number will be given to the camp or conference leader as well as be posted in your residence hall. University Police and Facilities Management are also available nights and weekends to assist.

ARE ALCOHOLIC BEVERAGES ALLOWED IN NSU LODGING FACILITIES?

We like to remind camps and conferences that NSU is an alcohol and tobacco free environment. We ask that you remind your attendees of this policy prior to and during your groups stay with us.

WHAT HAPPENS IF ONE OF OUR GUESTS LOSES THEIR ROOM KEY?

The conference will be charged \$125.00 for each lodging room key and \$10.00 for each conference card not turned in at the time of check-out.

WHEN DO WE HAVE TO PROVIDE OUR FINAL ATTENDEE NUMBERS TO NSU?

We ask all conferences to provide our office with a guaranteed number of participants, including staff, no less than 14 working days prior to the date of the Conference. The Conference will be billed for the guaranteed number of participants or the actual number, whichever is greater.

HOW SOON SHOULD I MAKE MY RESERVATIONS AT NSU?

As soon as you know the dates for your next conference, please contact us to make your reservation on our summer calendar. For a more detailed timeline, please refer to the Conference Planning Guide on our website or ask a representative from our NSU Conference and Events office for a guide. There will be a late fee applied to any group that does not meet the April contract deadline.

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