

SECTION 2

THE EVENT MANAGEMENT TEAM

Scheduling & Conference Services is here to assist with all things events. A few are listed below:

Events	Youth Programs
Astra System Admin, Training, Security Rights	Youth Protection: Training, Background Checks
Event Scheduling	Website Creation
Event Coordination with Service Departments	Camp Websites & Registrations
Create Layouts	Audit Residential & Day Camps
Facility Use Agreements (Joint Sponsor/External)	Camp Accounts Receivables

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Grace Moreno

Scheduling Assistant (part-time)

Email or Message/Call via Teams

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Scheduling & Conference Services – eventmgmt@uttyler.edu