



**THE OHIO STATE UNIVERSITY**

MARION

### **WHAT HAPPENS AFTER I SUBMIT STEP 3?**

SUBMIT (STEP 3) → DEAN'S OFFICE REVIEW → APPROVAL → COORDINATE YOUR EVENT (STEP 4)

Once your request is submitted, The Dean's Office will review the event details and follow up with approval or any questions.

Please wait for approval before making final arrangements or submitting requests to Marketing & Communications, Facilities, IT/AV or other campus service areas.

#### **Event Approved?**

Continue to Step 4 — Coordinate Your Event