

## **OSCHE Host School Responsibilities**

If your school is hosting a meeting when being held at The Board of Regents, please adhere to this list of “Host School Responsibilities.”

--Please prepare name tags or have labels, markers, etc. available.

--Please be ready to assist with beverage and meal set-up.

--Please take the lead on basic house cleaning. (Neatly stack trash, do not overfill the waste baskets with food items, etc.) Remember: We are guests at The Board of Regents, using their conference room.

--Please prepare any handouts that might be needed.

--For questions about the meeting room, AV equipment, etc., please contact the current OSCHE President or: Patty Klein, Executive Assistant for Academic Affairs, Ohio Board of Regents, 25 S. Front Street, Columbus, OH 43215 - (614) 466-1152