The CFAES
WOOSTER CAMPUS
CONFERENCE CENTER
and
SECREST ARBORETUM

The Ohio State University
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES
WELCOME

Thank you for considering THE OHIO STATE UNIVERSITY COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES (CFAES) WOOSTER CAMPUS CONFERENCE CENTER AND SECREST ARBORETUM to host your event! When you book with us, our event team will work with you on every detail in order to make sure your event is a memorable one.

Our venues include 10 uniquely designed and appointed meeting rooms, an executive conference room, a 5,000-square-foot ballroom, a 1,000-seat auditorium, over 9,400 square feet of exhibitor space, two historic homes perfect for events in a relaxed environment, and a 100-year-old research arboretum. From meetings to marriages, one of our venues is your ideal choice in northeastern Ohio.

Let’s meet!

Debbie Shaffer
Director of Sales and Operations
The CFAES Wooster Campus Conference Center and Secrest Arboretum
1680 Madison Ave.
Wooster, OH 44691
330-263-5500
shaffer.271@osu.edu
woostervenues.osu.edu

MENUS, EVENT POLICIES, AND STANDARDS AT A GLANCE

FOR ADDITIONAL POLICIES, PLEASE SEE YOUR SIGNED SERVICE AGREEMENT

EVENT PAYMENT POLICY

In order to book and confirm your event, a deposit of 50% of the estimated event charges is due at the time of signing your service agreement. Please note that the CFAES Wooster Campus Conference Center will not hold a reservation without the signed agreement and a deposit. Your remaining balance is to be paid no less than five full business days before the scheduled event. Any overpayments will be refunded after the event date.

In the circumstance that you will need to cancel your event, written notice must be given to your sales professional. Any cancellation received before the event will result in a fee based on the number of calendar days before the event:

   a. 90 or more days will result in a fee equal to 25% of estimated event charges.
   b. 89–60 days will result in a fee equal to 50% of the estimated event charges.
   c. 59–30 days will result in a fee equal to 75% of the estimated event charges.
   d. 29 or less days will result in a fee equal to 100% of the estimated event charges.

SERVICEWARE

China and silver flatware are our standard for dining services. Luncheon, dinner, buffet, coffee, and break services will have glassware, unless specified by your sales professional or requested by you. Bar service will be served in clear disposable cups for all events. The fee for any service will be $3 per guest for dinner or luncheon service and $1.50 for any break service.

SALES TAX AND ADMINISTRATION FEE

All services will be subject to a 20% service charge and 6.5% sales tax.
OUR VENUE PRICING

Use of built-in A/V equipment is included in the room rental fee. IT staffing fees may apply based on your A/V needs.

### 'Ohio State Holidays/Holiday Weekend Rentals

<table>
<thead>
<tr>
<th>Venue</th>
<th>MON–FRI</th>
<th>SAT–SUN</th>
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<tbody>
<tr>
<td>Fisher Auditorium*</td>
<td>$1,500</td>
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<tr>
<td>North Exhibit Hall</td>
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<td>Secrest Venues</td>
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<td>Skip Nault Pavilion</td>
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<td>Taylor Pavilion</td>
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<tr>
<td>Secrest Arboretum</td>
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<tr>
<td>Miller Pavilion – 4 hours</td>
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<td>$600</td>
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<tr>
<td>Additional Hours</td>
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<td>Amphitheater – 4 hours</td>
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<td>Additional Hours</td>
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<td>Secrest Welcome and Education Center Room 170</td>
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<tr>
<td>Secrest Welcome and Education Center Room 172 (Garden Access)</td>
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<tr>
<td>Secrest Welcome and Education Center Exhibit Space</td>
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EVENT CATERING GUIDELINES

When working with the CFAES Wooster Campus Conference Center, you have the choice to work directly with our sales team or the catering company of your choice to plan the perfect menu for your event.

- The menus listed on the next pages are some of the most popular choices from our most popular catering providers. However, you can work with them to customize your meal to meet the needs of your unique event.
- All alcohol must be provided or coordinated by the CFAES Wooster Campus Conference Center. Talk to your sales professional about alcohol at other campus locations.
- For the convenience of our clients, our meeting rooms can be equipped with a fully stocked mini-fridge featuring an array of bottled Coca-Cola products. These beverages will be charged based on consumption following the completion of your event.
- Clients and guests of clients are not permitted to bring in outside food or beverages. All food and beverages must be arranged through a catering provider or the CFAES Wooster Campus Conference Center to comply with our food license with the Wayne County Health Department.
- Special dietary needs and your final guest count should be communicated to your sales professional at the time of booking and finalized no less than 10 business days before your event.
- All food and beverage items are subject to a 20% administration fee and applicable sales tax. Current sales tax within Wayne County is 6.5%.
- The administration fee covers the staffing needed to produce your event and is not paid to the staff. Additional staffing fees may be needed to cover your event needs.
- Food and beverages at the Secrest Welcome and Education Center must be provided by Buehler’s Catering and/or TJ’s Catering.
- Staff at The Ohio State University are not permitted to accept tips.
- Menu prices may change by caterer provider without prior notice.

OUR CATERING PARTNERS

- Buehler’s Catering
- Old Carolina Barbecue Company
- Panera Bread
- Des Dutch Essenhaus
- Omahoma Bob’s

Is your favorite caterer missing from this list? Just ask!
OSyoU Good Morning  Provided by Buehler’s Catering  Assorted bagels with marmalade, jam, cream cheese, and butter.  $3 per person

Secret Sunrise  Provided by Buehler’s Catering  Breakfast bakeries include assorted muffins, bagels, and danishes, with marmalade, jams, cream cheese, and butter.  $3 per person

The Rose Garden Breakfast  Provided by Buehler’s Catering  Seasonal fresh sliced fruit; breakfast bakeries include assorted muffins, bagels, and danishes, with marmalade, jams, cream cheese, and butter.  $5.50 per person

The Amish Continental  Provided by Des Dutch Essenhaus  —Minimum of 15 guests—  Choice of one: scrambled eggs, pancakes, French toast, corn muffin, or biscuits and sausage gravy.  Choice of one: ham, bacon, smoked sausage, or home fries.  Choice of one: fruit, yogurt, muffins, bagels, coffee cake, pecan rolls, or the famous maple cinnamon rolls.  $11 per person  Add $2 each for additional selections.

The Donut Lover  Provided by Troyer’s Bakery  Assorted donuts and cream sticks.  $12 per dozen

Comfort Healthy Start  Provided by Buehler’s Catering  Fresh scones; steel-cut oatmeal with cinnamon, blueberries, brown sugar, dark chocolate pieces, and cream; hard-cooked eggs; and string cheese.  $8.75 per person

The Amish Country Breakfast Buffet  Provided by Des Dutch Essenhaus  —Minimum of 15 guests—  Choice of one: scrambled eggs, chicken salad croissant, ham and swiss on pretzel bun, roast beef dijon wrap, turkey club wrap, Boar’s Head turkey sub, Boar’s Head Italian sub, Boar’s Head Buffalo chicken sub, cob salad wrap, vegetarian wrap.  Pre-ordered salad (host to pick one for group to enjoy): potato salad, coleslaw, broccoli salad, fresh fruit salad, or macaroni salad.  Chips, gourmet cookie, and a bottle of water.  $14

Sesame Wok Express Hot Lunch Buffet  Provided by Buehler’s Catering  Choice of one: General Tso’s, sesame, or sweet and sour chicken.  Choice of two: steamed white rice, fried rice, vegetable spring rolls, vegetable lo mein, or pork dumplings.  Served with chopsticks, Asian to-go boxes, and fortune cookies.  $14

Back-in-the-Box Lunch or Out-of-the-Box Buffet  Provided by Buehler’s Catering  Pre-selected sandwiches for the group to enjoy: chicken salad croissant, ham and swiss on pretzel bun, roast beef dijon wrap, turkey club wrap, Boar’s Head turkey sub, Boar’s Head Italian sub, Boar’s Head Buffalo chicken sub, cob salad wrap, vegetarian wrap.  Pre-ordered salad (host to pick one for group to enjoy): potato salad, coleslaw, broccoli salad, fresh fruit salad, or macaroni salad.  Chips, gourmet cookie, and a bottle of water.  $14

The Traditional Amish Hot Lunch Buffet  Provided by Des Dutch Essenhaus  —Minimum of 15 guests—  Choice of one: broasted chicken, roast turkey, roast beef, roast pork, baked ham, or Swiss steak.  Choice of three: mashed potatoes, scalloped potatoes, noodles, homemade bread dressing, creamed corn, green beans, peas, mixed vegetables, coleslaw, tossed salad, potato salad, or macaroni salad.  Dessert: assorted seasonal pies, rhubarb crisp, or apple crisp.  $16  Add $3 per person for additional meat option.

Sandwich and Salad Express  Provided by Panera Catering  —Minimum of 10 guests—  Assorted sandwiches, sliced baguettes, salad (seasonal green, Greek, or Caesar), pickles, chips, condiments, and cookies.  $11  Add a seasonal house-made soup for $4 per person.

The Amish Country Breakfast Buffet  Provided by Des Dutch Essenhaus  —Minimum of 15 guests—  Choice of one: scrambled eggs, chicken salad croissant, ham and swiss on pretzel bun, roast beef dijon wrap, turkey club wrap, Boar’s Head turkey sub, Boar’s Head Italian sub, Boar’s Head Buffalo chicken sub, cob salad wrap, vegetarian wrap.  Pre-ordered salad (host to pick one for group to enjoy): potato salad, coleslaw, broccoli salad, fresh fruit salad, or macaroni salad.  Chips, gourmet cookie, and a bottle of water.  $14  Add $2 each for additional selections.

The Donut Lover  Provided by Troyer’s Bakery  Assorted donuts and cream sticks.  $12 per dozen

Comfort Healthy Start  Provided by Buehler’s Catering  Fresh scones; steel-cut oatmeal with cinnamon, blueberries, brown sugar, dark chocolate pieces, and cream; hard-cooked eggs; and string cheese.  $8.75 per person

Sesame Wok Express Hot Lunch Buffet  Provided by Buehler’s Catering  Choice of one: General Tso’s, sesame, or sweet and sour chicken.  Choice of two: steamed white rice, fried rice, vegetable spring rolls, vegetable lo mein, or pork dumplings.  Served with chopsticks, Asian to-go boxes, and fortune cookies.  $14

Back-in-the-Box Lunch or Out-of-the-Box Buffet  Provided by Buehler’s Catering  Pre-selected sandwiches for the group to enjoy: chicken salad croissant, ham and swiss on pretzel bun, roast beef dijon wrap, turkey club wrap, Boar’s Head turkey sub, Boar’s Head Italian sub, Boar’s Head Buffalo chicken sub, cob salad wrap, vegetarian wrap.  Pre-ordered salad (host to pick one for group to enjoy): potato salad, coleslaw, broccoli salad, fresh fruit salad, or macaroni salad.  Chips, gourmet cookie, and a bottle of water.  $14

The Traditional Amish Hot Lunch Buffet  Provided by Des Dutch Essenhaus  —Minimum of 15 guests—  Choice of one: broasted chicken, roast turkey, roast beef, roast pork, baked ham, or Swiss steak.  Choice of three: mashed potatoes, scalloped potatoes, noodles, homemade bread dressing, creamed corn, green beans, peas, mixed vegetables, coleslaw, tossed salad, potato salad, or macaroni salad.  Dessert: assorted seasonal pies, rhubarb crisp, or apple crisp.  $16  Add $3 per person for additional meat option.

Omahoma Bob’s Texas-Style BBQ  Provided by Omahoma Bob’s  Choice of two: Certified Black Angus Beef; slow-smoked brisket, traditional or salt and black pepper; meaty baby back ribs; hand-pulled pork shoulder; sliced pork loin; or smoked chicken.  All meats are dry-rubbed and slow, hickory-smoked.  Choice of two: Texas-smoked brisket and beans, creamy macaroni and cheese, garlic redskin mashed potatoes, ham and green beans, coleslaw, or potato salad.  Dinner rolls or corn bread, both with butter.  Desserts also available.  Starting at $23 per person.  -OR-  Sandwich options of above meats with one side and one dessert starting at $14 per person.
DINNER MENU SELECTIONS

Ohio Italian House Buffet
Provided by Buehler’s Catering
Traditional Caesar salad, dinner rolls with butter, chicken parmesan, oven-roasted rosemary potatoes, and garlic green beans.
$16
Add chocolate torte or cannoli torte for $3 per person.

Sesame Wok Dinner Buffet
Provided by Buehler’s Catering
Asian chicken with your favorite sauce (choice of two): General Tso’s, sesame, or sweet and sour.
Choice of two: steamed white rice, vegetable spring rolls, vegetable lo mein, fried rice, or pork dumplings.
Served with chopsticks, Asian to-go boxes, and fortune cookies.
$16

The Trademark Plated
Provided by TJ’s Catering
—Minimum of 50 guests—
Choice of one: basil chicken, chicken champignon with fresh mushrooms, sautéed pork cutlets with marsala wine sauce, or stuffed shells with homemade marinara.
Choice of three: garlic whipped potatoes, roasted redskin potatoes, three-cheese au gratin potatoes, wild rice pilaf, vegetable medley, penne pasta, or green beans.
Includes homemade bread.
$17
Dessert not included.

Secrest Sunset Dinner Buffet
Provided by Buehler’s Catering
Tossed salad, dinner rolls with butter, stuffed chicken breasts with gravy, meatloaf, cheesy potato casserole, and honey-roasted glazed carrots.
$20
Dessert not included.

The Signature Plated
Provided by TJ’s Catering
—Minimum of 50 guests—
Choice of one: chicken picatta, bruschetta chicken, chicken penne alfredo with vegetables, Grecian grouper, or four-cheese manicotti with marinara.
Choice of three: garlic whipped potatoes, roasted redskin potatoes, parsley redskin potatoes, three-cheese au gratin potatoes, wild rice pilaf, vegetable medley, penne pasta, or green beans.
Includes homemade bread.
$19
Dessert not included.

The Arden Shisler Dinner Buffet
Provided by Buehler’s Catering
Entrée options: meat lasagna, vegetable lasagna, rotini with red sauce and meatballs, pasta primavera, oven-roasted pork tenderloin, oven-roasted turkey breast, ham loaf, meatloaf, eggplant rollatini, glazed ham, Swiss steak, baked cod, fried chicken, grilled lemon chicken, mushroom chicken, or chicken cordon bleu.
Served with tossed salad with dinner rolls and butter.
Choice of two: cheesy potatoes, green beans (honey-glazed, garlic, casserole, or provencal), honey-roasted carrots, homemade mac and cheese, smoked gouda redskin potatoes, au gratin or scalloped potatoes, grilled marinated vegetables, mashed potatoes, parsley noodles, oven-roasted rosemary potatoes, or jojo’s.
Choice of one: cannoli cake, French cream cheesecake, fruit crisp, black forest desserts, or tiramisu.
Two Entrée Selections $24
Three Entrée Selections $28
Upgrade to prime rib or salmon: market price.

The Smokehouse Buffet
Provided by Buehler’s Catering
Buffet includes: ribs, deconstructed Mexican street corn, one smokehouse BBQ meat selection, two side selections, bun, and BBQ sauce.
Smokehouse BBQ meat selection (choice of one): pulled pork, chipotle brisket, smoked sausage, pulled chicken, or smoked chicken pieces.
BBQ buffet side selections (choice of two): smoked macaroni and cheese, smoked beans, smoked baked potato, coleslaw, smoked vegetables, potato salad, or tossed salad.
Dessert: peach cobbler with vanilla ice cream.
$23

The I Do Barbecue
Provided by Old Carolina Barbecue Company
Choice of three: Hickory-smoked, hand-pulled pork; sliced smoked turkey breast; smokehouse pulled chicken; or sliced beef brisket.
Choice of two: baked beans, farmhouse green beans, or skin-on garlic mashed potatoes.
Choice of one: sandwich buns, slider buns, or dinner rolls with butter.
Served with coleslaw.
Three meats and two sides $28
Two meats and two sides $25
Just $1 more per person: cornbread, grilled vegetable pasta, smokehouse macaroni and cheese, smoked chicken legs and thigh pieces, smoked boneless chicken breast, barbecue-glazed salmon, or hickory-smoked rib bones.

Reception Menu Selections

Shisler Reception Starters Served Hot
Provided by Buehler’s Catering
—Price below is for 50 pieces—
Bacon-wrapped water chestnuts $75
Mini crab cakes $100
Shitake mushrooms and vegetable potstickers $65
Stuffed mushrooms $45
Teriyaki chicken and pineapple skewers $89

Shisler Reception Starters Served Cold
Provided by Buehler’s Catering
—Price below is for 50 pieces—
Bacon-wrapped water chestnuts $75
Mini crab cakes $100
Shitake mushrooms and vegetable potstickers $65
Stuffed mushrooms $45
Teriyaki chicken and pineapple skewers $89

Reception Displays
Provided by Buehler’s Catering
—Priced per person—
Cheese and vegetable display $10
Jumbo shrimp cocktail $15
Mediterranean display $15
Bruschetta platter $15
Antipasto $8
Reception Stations
Provided by Buehler’s Catering
—Priced per person—
Griller $8
Sliders $8
Potato skins $4
Market deli wings (BBQ, bourbon, buffalo) $45

Buckeye Game Day Starters
Provided by Buehler’s Catering
—Price below is for 50 pieces—
Breaded cheese ravioli $49
Sauerkraut balls $24
Cocktail meatballs $24
Pretzel bites $20
Pretzel-skinned chicken tenders (BBQ, bourbon, buffalo) $45
Market deli wings (BBQ, bourbon, buffalo) $36

Dessert Selections
Cannoli cake, French cream cheesecake, fruit crisp, black forest desserts, tiramisu, pecan tarts, cheesecake pops, buckeyes, clothespin cookies, and/or specialty celebration cake with your logo or inscription.
Can be added to any menu or a custom dessert reception can be created.

À la Carte Afternoon Break Selections and Displays
Provided by Buehler’s Catering or the CFAES Wooster Campus Conference Center
Whole fresh fruit $2 per piece
Cookies and brownies $3 per person
Fruit display and vegetable display $6 per person
Assorted bagged salty and sweet snacks $2 each
String cheese $1 each
Assorted granola bars $2 each

Beverage Selections
All beverages for any event must be provided by the CFAES Wooster Campus Conference Center.
Coke, Diet Coke, Sprite $1
Peach iced tea, bottled water, assorted juices $2
Sparkling berry water, sparkling lime water, and Dunkin’ Donuts (original and French vanilla) iced coffee $5

Beverage Displays
Provided by Buehler’s Catering or the CFAES Wooster Campus Conference Center
Whole fresh fruit $2 per piece
Cookies and brownies $3 per person
Fruit display and vegetable display $6 per person
Assorted bagged salty and sweet snacks $2 each
String cheese $1 each
Assorted granola bars $2 each

Coffee Service
Coffee, decaffeinated coffee, and hot tea service.
$3 per person
Served with hot chocolate October–March.
Bulk beverages on consumption
Gold Peak unsweetened black tea, Gold Peak sweet tea, lemonade, infused water with mint and berries, infused lemonade with mint and limes, and infused water with oranges.
$10 per gallon

Custom cookies are available starting at $4 each.

The CFAES Wooster Campus Conference Center and Secret Arboretum
BAR SERVICE

The Shisler Conference Center is the only location on campus that has a liquor license. All of our bar packages will require one bartender for each 100 guests at a fee of $35 per hour, per bartender.

Bar packages can be arranged as follows:

• Full Hosted Bar: You will be billed on consumption at the end of the event for all guests’ beverages.

• Partial Hosted Bar: You can pay for part and your guests can pay for part.

• Guest Pay Bar: A cash bar will be open for your guests.

Please note the following:

• Specialty beverages not listed to the right may be purchased; however, you will be billed for all beverages requested, regardless of consumption.

• You will not be able to take any unused bar beverages home.

• Shisler Center reserves the right to discontinue bar service at any time or may refuse service to guest(s) without client recourse.

• When alcohol is served for public events, a university police officer may be required at a rate of $35 per hour (three-hour minimum).

• You may not bring your own alcohol to any location on university property, including the historic homes.

• All alcohol must be provided or coordinated by the CFAES Wooster Campus Conference Center. Talk to your sales professional about alcohol at other campus locations.

Drink prices for hosted consumption or cash bars:

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<td>Mixed drinks</td>
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<tr>
<td>House wines</td>
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<td>Local wine offerings</td>
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<tr>
<td>Domestic beers</td>
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<td>Premium beers</td>
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<td>Cordials</td>
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<tr>
<td>Bottled water, juice,</td>
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<td>and soft drinks</td>
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Drinks

<table>
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<tr>
<th>Drink</th>
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<tbody>
<tr>
<td>Buckeye vodka</td>
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<td>Bourbon</td>
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<tr>
<td>Bacardi Gold rum</td>
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<td>Crown Royal</td>
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<td>John Jameson</td>
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<td>Cuervo Especial</td>
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Beverages

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<td>Yuengling</td>
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Premium beer

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<td>Corona</td>
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<td>Sam Adams</td>
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House wine

<table>
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<th>Price</th>
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<td>AVA Grace</td>
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<td>Pino Grigio</td>
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<td>Chardonnay</td>
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<tr>
<td>Cabernet</td>
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<tr>
<td>Merlot</td>
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Local wine

<table>
<thead>
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<th>Price</th>
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<tr>
<td>Troutman Farmers Red</td>
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<td>Troutman Farmers White</td>
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<tr>
<td>Troutman White Menagerie</td>
<td>$6</td>
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<tr>
<td>Troutman Cabernet Franc</td>
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Cordials

<table>
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<td>Amaretto</td>
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<td>Brandy</td>
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<td>Schnapps</td>
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<td>Kahlua</td>
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<tr>
<td>Baileys Irish Cream</td>
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<tr>
<td>Galliano</td>
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FREQUENTLY ASKED QUESTIONS

Q: My event has audio visual needs; do you have staff that can assist with that?
A: The CFAES Wooster Campus Conference Center does not have IT staff in our building(s). We will provide A/V equipment but are not responsible for the proper operation of the equipment in conjunction of client laptop equipment. Should A/V be a crucial part of your meeting, we do recommend having an Ohio State IT professional at your meeting. With notice, we can make prior arrangements for an IT professional to be present for an additional fee of $65 per hour.

Q: Can I use the space for setup and decorating the night before my event?
A: The Friday buy-out rate is $3,000. The space can be used for rehearsal dinner if purchased.

Q: How much time do I have to clean up after my event?
A: The rental end time specified on your service agreement denotes the time you must vacate the building. We recommend ending your event 20–30 minutes before the rental end time to allow for vendors and guests to exit the building. All items you have brought into the building must be removed upon completion of your event.

Q: Do you have a designated smoking area?
A: Ohio State has adopted a tobacco-free policy that supports a healthy environment for all members of the Buckeye Nation. Effective Jan. 1, 2014, the use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots, garages, and all outside areas.

Q: Are there any decorations or items you do not allow?
A: The throwing of rice, confetti, artificial flower petals, glitter, and popcorn, are not permitted on Ohio State grounds. In addition, sparklers, fireworks, and any other flammable items are not permitted. No materials may be hung without the prior consent of your sales professional, and once approved, items must be hung using gaffers tape.
FREQUENTLY ASKED QUESTIONS (CONT.)

Q  Can I bring in my drone?
A  No. The CFAES Wooster campus is a no-fly zone by the Federal Aviation Administration. Use of drones on our campus will result in federal prosecution.

Q  Can I bring in my own caterer?
A  At the Shisler and Fisher buildings, we require that you work with a licensed and insured catering company. Any event at the Secrest Welcome and Education Center must use Buehler’s Catering and/or TJ’s Catering. Our skilled managers will work directly with the caterers to ensure your menu exceeds your expectations. Pavilion events and events in the historic homes do not have catering restrictions.

Q  Do you have Wi-Fi throughout the buildings?
A  We have Wi-Fi throughout the Fisher Auditorium and Shisler Conference Center, Thorne House, and Stone House. Arboretum events will require client-provided use of personal data and hotspots.

Q  What is the 20% administration fee?
A  The administration fee covers the staffing needed to produce your event and is not paid to the staff. Additional staffing fees may be needed to cover your event needs.

Q  Can the stage in the ballroom be moved for my event?
A  With at least 24-hour notice, the stage in the ballroom can be moved for an additional fee of $200. If you would like the stage completely removed from the room, there is a fee of $500.

Q  If I rent the Secrest Arboretum, will I be the only one able to access the space?
A  The Secrest Arboretum gardens are open to the general public year-round. While you have reserved the space for your function, we cannot guarantee that there will not be visitors viewing the gardens during your event.

The cost for the ballroom on a Saturday or Sunday evening is $3,000* and includes the following:

- Use of our 26”–72” round tables with cotton linen toppers (85”x85”) in a variety of colors, and 300 cotton napkins in a variety of colors.

- Use of our six modern butcher block tables for buffets, bars, desserts, or appetizers.

- Use of our 8’x24’ stage for either a live band, DJ, or your head table.

- Access to the space as of 10 a.m. for setup (ask about our Friday evening option).

- Ability to work directly with the licensed catering company of your choice, with no additional fee.

- Talk to your sales professional about alcohol at other campus locations.

Searching for the perfect ceremony space?
Consider one of our beautiful outdoor spaces at the Secrest Arboretum and the Amphitheater.

*Ohio State Holidays/Holiday Weekend Rentals
Ballroom: Add $1,500 to price listed.
Secrest Venues: Add $1,000 to weekend rate
Additional staffing and labor fees may apply for holidays/holiday weekends.

STONE HOUSE
$500 per evening
End your wedding day with your new spouse in our on-campus, historic Stone House. Built in the 1820s, this beautiful home is the perfect honeymoon suite after a gorgeous wedding on-property. You’ll be able to relax and unwind from the big day in the historic home (subject to availability).

THORNE HOUSE
$500 per evening
Looking for a space for your bridesmaids or wedding party to gather? Our brides have the unique opportunity to rent our other on-campus home, the Thorne House, for the day before and evening of your wedding. The original homestead of the CFAES Wooster campus director, the Thorne House features a dining room, kitchen, breakfast bar, three bedrooms with three queen-sized beds, and one room with a queen-sized pull-out bed. This space is perfect for everyone to come together for your special day (Subject to availability).
MAXIMIZE YOUR MEETING WITH PROFESSIONAL DEVELOPMENT

You’ve set the date. They’ve cleared their calendars. The whole team is finally getting together to share updates, brainstorm, and strategize with no distractions. Why not take advantage of the opportunity to maximize your meeting by adding professional skill development to the agenda? Invest in the time to build your skills, build your team, and build your business.

Our Business Training and Educational Services (BTES) team is ready to become your professional development partner. Take your team to new levels with the experts at The Ohio State University. Located inside the Shisler Conference Center, we are ready to assist you with your training and coaching needs.

PROFESSIONAL DEVELOPMENT MEETING ENHANCEMENT OPTIONS (HALF-, FULL-, OR TWO-DAY+ COURSE)

Build Your Skills
• Deal with difficult people and resolve conflict
• Manage time and projects
• Increase your EQ (emotional intelligence)
• Earn work ethic certification
• Set goals and build skills with an executive coaching session

Build Your Team
• Understand and adapt your style to get results (with DiSC®)
• Learn the five behaviors of a successful team member
• Recognize the strengths of your team with experiential team development activities—fun with a purpose
• Improve team dynamics and communication with executive coaching

Build Your Business
• Prioritize and manage projects efficiently
• Maximize processes and improve quality
• Innovate new products and services
• Craft a strategy to propel your business forward

PROFESSIONAL DEVELOPMENT: ONE-HOUR OPTIONS

ADD ANY OF THE FOLLOWING TO YOUR MEETINGS HERE AT CFAES WOOSTER FOR $350 PER ONE-HOUR SESSION. THESE SAME SESSIONS CAN ALSO BE DELIVERED VIRTUALLY OR AT ANOTHER LOCATION. CONTACT US FOR DETAILS AND PRICING.

BOOTS AND STILETTOs:
What I’ve Learned About Taking Leadership One Step at a Time
Kim Sayers
Have you ever stepped into a new role and felt like you were just dropped in the middle of a desert without a GPS? In this session, Kim Sayers shares personal stories of growing into leadership roles one step at a time. Learn how she came to make a priority of putting her boots on and doing the work of building a business unit from the ground up. It takes balanced footwork to earn trust and build respect, which Kim quickly discovered when she was a young professional walking into male-dominated circles. In addition to her personal experiences, you will learn how seeking help, checking your attitude, moving past a victim mindset, and walking with diplomacy play critical roles in growing as a leader and building successful professional relationships.

What Does It Take to Impress an Employer? Personal Traits, Skills, and Characteristics Most-desired Among Today’s Leaders
Kim Sayers
Kim asked business and organizational leaders across industries what they value most among the people who work in their organizations. The responses tell a strong, but probably not surprising story about the significance of what she calls the important skills. In this session, you will learn how accountability and finding common ground with others in your organization can have a big impact on your professional relationships. Identify some of your own barriers to listening, explore how best to deliver varying types of messages, and gain insight into additional traits and characteristics that are most sought after by employers.

Don’t see an option that fits your needs? Customize your unique training needs with our team of professionals. We can help you grow the team you have into the team you need! Call 330-287-7511 or visit atl.ohio.edu/btes for more information.
PROFESSIONAL DEVELOPMENT: ONE-HOUR OPTIONS (CONT.)

About Attitude, Accountability, and Action
Kim Sayers
Attitude, accountability, and action all play into how we communicate, build relationships, develop trust, and so much more. What barriers and red flags do we put up without realizing it? Kim will highlight the significance of these characteristics in her own experiences, particularly when it comes to communication, relationships, leadership, and networking.

No One Cares About Your IQ If You Don’t Have EQ
Melanie Garcia
What is emotional intelligence (EQ), and why does it matter in the workplace? In this session, you will learn the four areas of EQ, why they are so critical to workplace performance, and how to develop a personal plan to increase your EQ.

Conflict Resolution: Dealing With Difficult People
Melanie Garcia
Learn to reframe your view of workplace conflict and “difficult people” (or, more accurately, behaviors) to reduce stress, enhance productivity, and foster success. In this interactive workshop, you’ll learn to see both people and conflict in new ways, and you’ll develop a solid procedure for courageously addressing them in both your personal and professional lives.

Teach a Manager to Coach, and Watch the GROWTH: Three Lessons From an Executive Coach
Melanie Garcia
What has Google learned about coaching, and how can you apply it to your company? In this session, you will discover why managers must learn to coach, practice a model for coaching conversations, and must experience a personal coaching exercise.

Leadership Is an Attitude: How to Lead When You Aren’t Officially the Leader
Melanie Garcia
In this action-packed session, regardless of your job title, you will add to your toolbox some new tools such as taking calculated risks, acknowledging others, taking initiative, projecting optimism, thinking outside the hierarchy, and more.

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