Student Guide to Event Planning in the UC

UM CONFERENCE AND EVENT PLANNING OFFICE (EPO)
UNIVERSITY CENTER, ROOM 340
(psst!...that’s next to the ballroom)
(406) 243-4113
(406) 243-4114
(406) 243-4115
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Scheduling Space and Equipment

Audio and Lighting
The University Center can provide specialty lighting and sound for any event through the UC Audio & Lighting Department. Contact the UM Conference and Event Planning Office (EPO) to request Audio & Lighting services (243-4113).

No-Show/Table Cancellations
If you cannot make it to your reserved space or mall table, you must cancel by noon the day before, if not sooner. **No Show Policy**—If you book a space and do not show up, your group will receive a phone call or e-mail. If it happens a second time, your group will receive a written warning. After a third time, your group will lose booking privileges for the rest of the semester. This is necessary considering we have other groups needing and waiting for room and table space every day as well as labor involved in setting up rooms and equipment. If a table is not occupied by 11am, your group is allowed to table at the vacant table.

Fees
Facility rental fees are waived for internal campus business and events, such as staff meetings, staff training, and staff receptions. However, depending on the size and location of the event, a set-up fee might be charged. The Event Planning Office will inform you of any set-up fees ahead of time. Facility rental fees are not waived for events that have an admission or registration fee, this includes fundraisers. ASUM groups that will incur additional charges for their event, such as catering, set-up fees, equipment, Audio and Lighting, etc., must obtain an Approval from ASUM. The event reservation cannot be confirmed until this form is presented to the Event Planning Office. All student group events must go through an ASUM account. For other groups, billing information must be confirmed prior to the event.

Free Speech Area
The University has set aside the Library Mall as a free speech zone, where speakers are permitted to speak to the public on any subject of interest to them. The EPO schedules this space on a first-come, first-serve basis. Use of the space is subject to reasonable limitations regarding time of day, place and manner of speaking. A speaker may also be limited in the amount of time he or she can speak, so that others can use the zone.

Large Venues
Groups interested in reserving the Ballroom or Commons must provide at least two weeks’ notice. Because of the labor required to prepare these larger venues, there is a set-up fee.

Mall (Atrium) Tables
Groups can book mall tables in the UC Atrium through the EPO for the purpose of disseminating information. (For bake sale information, see “Fundraising”.) There are eight tables available each day in the UC Atrium. Tables are booked on a first-come, first-serve basis and can be booked no more than two weeks in advance. Unfortunately, we cannot guarantee the exact location of your table. A group is allowed to table three
times per week, once per day. If a student group wants to sponsor a non-profit or public group at a table, someone from the student group must be present at all times. Displays may not be left unattended or overnight. Tables may not be moved outdoors. Groups should not aggressively pursue individuals but should let individuals approach their table. If you do not show up, this might result in loss of booking privileges. Contact EPO for a complete list of mall table policies.

**Meeting Rooms**

Academic departments and ASUM-recognized student organizations can book meeting rooms on the second and third floors of the UC. (See diagram on page 12). Rooms must be reserved at least one day in advance. Cancellation and no-show policies apply to meeting rooms. Please note that, if needed, the EPO reserves the right to move your room and notify you of the change.

**The Oval**

To host an event or place signage on the Oval, one must get an Oval Request Form from the EPO, sign the form, and return it to the EPO. The EPO will then fax the form to the President’s Office for approval. The student group will be notified by the EPO as soon as Presidential approval is received. Amplification of sound for Oval events is allowed from 12 p.m. to 1 p.m. only.

**University Center Theater**

The University Center Theater can show films in 35 mm, DVD, and VHS formats. The projectionist requires DVD and VHS films 24 hours in advance and 35 mm films 48 hours in advance. In accordance with federal copyright laws, organizations and individuals must secure a license before showing a film, regardless of whether an admission fee is charged. For more information about copyright laws, visit this Web site: http://www.copyright.gov/title17.

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**Overview of Event Policies**

**Advertising**

The University Center only provides advertising for events sponsored by the UC.

**Banners:** Groups can reserve banner space outside the entrances to the University Center through the EPO. Banners displayed inside the University Center Atrium must be approved by The Source. Banners must show clearly which organization is sponsoring the event. The material used to hang banners must not scratch or damage painted surfaces. (Use rope or string instead of wire.) Groups must hang their own banners and remove them in a timely fashion.

**Table Tents:** Any table tents displayed in the UC Commons must be approved by the Food Court Supervisor, and table tents placed on Atrium tables must be approved by the Event Planning Office.
**Posters:** Groups can hang posters on public bulletin boards around campus. (See page 15 for permissible locations.) Posters hung on dorm bulletin boards must be approved by the Residence Life Office in Turner Hall.

**Alcohol**
The University of Montana alcohol policy is consistent with Montana state law. Montana law prohibits the sale of, or consumption of, any alcoholic beverage by any person under the age of 21. If you plan on serving alcohol at an event on campus, you must make the necessary arrangements with University Catering. If you are planning on serving alcohol for more than four hours at your event, University Catering will need to obtain permission from the President. Food must be available and security personnel must be present at any event where alcohol is served. Please see “With Your Personal Safety in Mind,” published by the Office of the Vice President for Student Affairs, for more information about on-campus security, alcohol and drug guidelines at The University of Montana.

**Animals**
No animals are permitted in the University Center with the exception of service and campaign animals. Service dogs must wear vests.

**ASUM Recognition Process**
In order to become a recognized ASUM student group it is necessary to complete the application found on the ASUM website. For instructions on becoming a recognized student group, please visit http://www.umt.edu/asum/start.htm.

**Banners in the UC**
See “Advertising” section (above) under “Overview of Event Policies”.

**Clean-up**
Each group is responsible for basic cleaning after their event. We ask that all decorations and props be removed. UM staff will do all major cleaning. Anything left behind will be placed in “lost and found,” located at the Information Desk on the first floor of the UC. The UC is not responsible for lost or stolen items or items left behind after an event. Any event requiring extra cleaning may result in additional cleaning fees.

**Contracts**
- Before signing any contracts, be sure you understand the terms of the agreement. By signing your name, you can be held responsible for any financial or legal issues that arise.
- Consult your advisor before signing large ($500 or more) contracts, especially if you are unsure about any term or condition, if the terms are complicated, or if you are unsure whether the proposed fee for service is fair.
Verbal agreements are legally binding. Do not commit to anything verbally if you are not fully prepared to follow through.

Copyrights
All organizations and individuals must comply with Federal Copyright laws. Screening a film, producing a play, playing audio recordings, and reprinting artwork for advertising use are just some activities that might require permission from an author or publisher. Contact the EPO if you need help determining whether permission is necessary and how to obtain it.

DJs and Bands
Groups are permitted to bring in their own DJ or band. The UC does have audio and lighting equipment available for rent, but usually they bring their own equipment. Bands often require a campus-assisted, electrical hook-up, and this can be provided for an additional charge. Please have the band contact the EPO with details about their set-up to avoid any unexpected charges.

Decorations
The University Center does not provide decorations for your event. You will have time before your event to decorate. Catering might be able to assist with some decorating. Decorating rules are as follows:

- Decorations must be non-obtrusive in that they do not cause physical damage to the facility.
- Keep all paper and cloth away from light fixtures.
- Nothing shall be hung on or attached to ceiling sprinkler heads or light fixtures.
- No nails, tacks, staples, or other sharp objects are to be driven into walls, floors, doors, ceilings, or tables.
- Decorations must not be attached to curtains, draperies, or air vents.
- Balloons need to be weighted down.
- Use of masking tape, scotch tape, two-sided (carpet) tape, or duct tape is not permitted. For your convenience, you can borrow easels, dividers and tables to display materials.
- All freestanding decorations must be stable and securely anchored.
- Glue is not to be used on any surface.
- Sand, mud and gravel are not permitted.
- No fake snow is large amounts.
- Glitter is not permitted.
- Water tubs, fountains, etc. are not permitted.
- Do not hang anything on air-walls. Do not attempt to move air-walls. If you want to move air-walls, you must schedule the move with the EPO, who will in turn coordinate with the UC set-up crew.
- Do not hide or obstruct fire extinguishers, alarm pull stations, alarm horn strobes, or exit doors and corridors.
o No live plants/trees are allowed. Flower arrangements are permitted.
o No candles or open flames. EPO has flameless candles you can rent for a minimal fee.
o No fireworks or sparklers.
o Damage or decorating that result in excessive cleaning may result in an additional fee.
o You must obtain a decoration policy form from the EPO. This form must be signed and returned to the office before you begin decorating.
o UM Conference and Event Planning office can offer suggestions on way in which to decorate a space without causing damage.

Emergency Procedures and Important Numbers

o In the event of a life-threatening emergency, call 9-1-1.
o In the event of a fire, injury, or threatening situation, call 243-4000.
o Report non-urgent matters, such as concerns about room temperature, room set-up, spills, accidents, etc. to the EPO as soon as possible by calling 243-4114. If the event takes place after hours, call the building manager at 243-5817 or 531-5586.
o If the fire alarm sounds during your event, everyone must evacuate the building as quickly as possible.
o Please let the EPO know if your event might be considered controversial or has the potential to be highly disruptive.

Food and Beverage

Catering: University of Montana Catering offers a wide range of award-winning services provided by professional and knowledgeable staff. Menu options, prices and policies can be found on their Web site at www.umt.edu/uds (click on “Catering”). University Catering can be reached at 243-4899.

Alcohol: See “Alcohol” under Overview of Event Policies

First Right of Refusal: The University Catering office holds the first right of refusal for food service on campus. You may not use an outside caterer for your on-campus event. If you want to serve donated food, you must obtain written permission from University Catering staff. For a full list of food service policies, visit University Catering’s Web site at www.umt.edu/uds or visit the Catering offices in University Center Room 340.

Exceptions: Pizza parties and potlucks are allowed at events or meetings that are closed to the general public. Please inform the Event Planning Office of any pizza or potluck plans so we may provide any needed extra equipment. If the space is not sufficiently cleaned after the event, a clean-up fee will be charged. Please refer to the potluck policy on University Catering’s Web site.

Fundraising/Bake Sales

All bake sales on campus require approval from the Missoula City-County Health Department located at 301 West Alder Street, Missoula, Montana, 59802. The
Department can be reached at (406) 258-4755. The EPO must receive an approval form signed by the Department before a bake sale can be scheduled. All food items for sale must be individually pre-wrapped. Please inform the EPO about plans for your fundraising event to confirm that you will be in compliance with campus policies.

**Noise**
Amplification of sound on The Oval and in the University Center is allowed between 12 p.m. and 1 p.m. only. University staff has the right to stop and/or move your event if the noise is deemed disruptive or if it interferes with academic or administrative activities.

**Parking**
To park in University parking lots during normal business hours (7 a.m. - 5 p.m., Monday through Friday), you must purchase either a day parking pass or hourly tickets. Day passes cost $3.00 and can be purchased at The Source, Bookstore, EPO or Office of Public Safety. Hourly ticket dispensers can be found in parking lots and cost 1 dollar per hour. Please contact the EPO for information about parking for large events. A detailed parking map can be found on the Office of Public Safety’s Web site: http://www.umt.edu/publicsafety/parkingmap.htm

**Partisan Political Events**
Partisan political events must be sponsored by a student group or a department and must follow all UC and campus policies. For further information, contact the EPO.

**Smoking**
Smoking is prohibited in all buildings owned, operated, or leased by The University of Montana. Smoking within twenty-five feet of buildings is prohibited. Disputes regarding the application of this policy will be referred to Campus Security.

**Sponsorship/Co-Sponsorship**
- Sponsors of events assume joint responsibility for the event.
- Both the student organization and sponsor of the event must be actively involved with the initiation, coordination, planning, advertising and production of the event.
- All revenues/expenses associated with the event must flow through the sponsors ASUM account.
- Sponsor must be prepared to assume responsibility for any damage caused during the event and any unpaid charges.
Event Planning Checklist

8 - 6 weeks prior to event
- Reserve event venue through the UM Conference and Event Planning Office (EPO)
- Book performers and sign contracts

6 - 5 weeks prior to event
- Create marketing materials (posters, flyers, banners, etc.)
- Submit venue layout information to the EPO (stage, audio, lights, table, dividers, and possible decorations)
- Reserve dressing room or prep room
- Decide on ticket process

5 - 4 weeks prior to event
- Make catering arrangements
- Purchase or make decorations
- Reserve hotel rooms
- Recruit volunteers
- Hire security, if needed, through UM Productions at (406) 243-4995

4 - 3 weeks prior to event
- Distribute posters, banners, fliers, etc. on campus
- Send contract to business services with request for check
- Make transportation arrangements
- Send publicity information to people on campus (faculty, RAs)
- Hang posters on campus (UC, Residence Life (Turner Hall), Lommasson Center)
- Hang posters in town
- Perform mid-point budget check

Final 14 days
- Send out press release (14 days before)
- Develop itinerary (14 days before)
- Confirm performance details with agent (10 days before)
- Confirm room and set-up plans with event planning (10 days before)
- Confirm all travel arrangements (10 days before)
- Hand out fliers on campus (7 days before)
- Remind volunteers of event duties (5 days before)
- Prepare gift bags (3 days before)
- Confirm itinerary with any speakers/guests (3 days before)
- Post event posters (2 days before)
- Pick up check from Business Services if paying a speaker/performer (2 days before)
- Pick up requested funds from Business Services if providing meals for guests (2 days before)
- Double check Event set-up and Catering information and make any needed changes (72 working hours in advance)

Day of Event
- Confirm you have all relevant phone numbers on hand
- Check event set-up
- Prepare and deposit any money to campus account
Event Calendar 2010

Autumn Semester, 2010
- August 23-27 (Mon-Fri) - Semester Begins; Week of Welcome
- August 28 – 29 (Sat-Sun) – River City Roots Festival (Downtown Missoula)
- August 30 (Monday) - Classes Begin
- September 3 (Friday) – Welcome Feast on the Oval
- September 4 (Saturday) – Home Football Game (Western State of Colorado)
- September 6 (Monday) - Labor Day, Holiday
- September 25 (Saturday) – Home Football Game (Sacramento State / Homecoming)
- October 9 (Saturday) – Home Football Game (Idaho State)
- October 22-23 (Fri-Sat)- Family Weekend
- October 23 (Saturday) - Home Football Game (Northern Arizona)
- October 25 - November 5 - Spring 2010 Registration Begins
- November 2 – Election Day, Holiday
- November 11 (Thursday) - Veterans Day, Holiday
- November 13 (Saturday)- Home Football Game (North Dakota)
- November 20 (Saturday)- Home Football Game (Montana State)
- November 24-26 (Wed-Fri) - Thanksgiving Vacation
- December 11-12 (Sat-Sun) Study Days
- December 13 (Monday) – Last Regular Class Day
- December 14-18 (Tues-Sat) Final Examinations

Winter Semester 2011
- January 3- 21 - Winter Session Classes
- January 17 – Martin Luther King Day, Holiday

Spring Semester 2011
- January 19-21 (Wed-Fri) - Semester Begins; Orientation & Registration
- January 24 (Monday) - Classes Begin
- February 21 (Monday) - Washington-Lincoln Day, Holiday
- March 27 (Sunday) – International Culture and Food Festival (UC Ballroom)
- April 4-8 (Mon-Fri) - Spring Vacation
- April 11-22 - Autumn 2011 Registration Begins
- May 7-8 (Sat-Sun) - Study Days
- May 9-113 (Mon-Fri) - Final Examinations
- May 14 (Saturday) – Commencement
Map of Available Space in UC

Third Floor

Second Floor

UC Art Gallery
UC Admin. Office
West Entrance

UC Lounge
Conf. 224
Conf. 222

Open Atrium

UC Game Room
The Bookstore

Elevator

Conf. 223

ATM

Conf. 116
Conf. 116

Student Organization's Suite

Conf. 207

KBGA Radio

UC Commons

UC Food Court

Open Atrium

Jus Chill'n

Dining Services Kitchen

Bear Claw Bakery
Doc's Sandwiches
Garden City Greens
Tommy's
Pacific Rim
Pizza Hut
Stock Pot Soups
Wing Street

Baskin Robbins

Computer Lab

North Entrance

SOUTH ENTRANCE

NORTH ENTRANCE

UNIVERSITY CATERING OFFICE & EVENT PLANNING OFFICE

CONCESSIONS GRAND FOYER

ELEVATOR

SERVICE & STORAGE

GRAND FOYER

ELEVATOR

CATERING COORDINATOR

FREEZE ELEVATOR

SERVICE & STORAGE

UC THEATER

GRAND FOYER

ELEVATOR

NORTH ENTRANCE

SOUTH ENTRANCE
UC Equipment

When you rent a room at the UC, basic equipment is provided at no charge. Additional equipment can be rented for an additional charge.

**Basic Equipment** (provided at no charge)

- Tables: 6’ x 30”; 8’ x 24”; 8’ x 36”; 72” round; 3’ x 3’, 20” Bistro Tables
- Black chrome chairs
- Easels
- 12 adjustable stages
- Stage skirting
- Coat racks
- Assisted Listening Devices
- Rose-colored dividers
- Black drape
- Bulletin boards
- Extension cords
- Mirrors for dressing room
- Upright console piano*
- DVD/VCR (with 20“, 27” or 32” monitor)
- Dry Erase Boards
- Screen: 70” x 70”
- Carousel projector or overhead projector
- Giant Screen: 12’ x 9’ (ballroom only)
- Baby Grand piano* (ballroom only)

**Additional Equipment** (available for rent)

- Microphone
- Cordless microphone
- LCD projector
- Lighting
- Sound equipment
- Laptop

* Piano tuning might require an additional charge. Other equipment and specialized services are also available for an additional fee.
University Center Equipment Prices

- Lectern/Lecternettes: No Charge
- White/Chalkboard: No Charge
- Coat Rack: No Charge
- Easel: No Charge
- Overhead Projector: No Charge
- Slide Projector: No Charge
- Room Divider (16’ x 6.8’): No Charge
- Flipchart Holder: No Charge
- Flipchart Paper/Markers: No Charge
- Extension Cord: No Charge
- Flags: No Charge
- Laser Pointer: No Charge
- Mirror (4’): No Charge
- Upright Piano/Baby Grand: Client pays for tuning
- Pipe & Drape (10’w x 8’h or 15’w x 8’h): $20/Section ($1/foot)
- Stage (4’ x 6’ x 16” h pieces): $10/piece
- Stage Riser (24”, 40”): $4/piece
- Stage lift: No Charge
- Stage Ramp: No Charge
- Table Cloths & Skirting (laundering expense): $3.50 rec, $6.75 round
- Event storage space: No Charge
- Conference/Speaker Phone: No Charge
- Data line/ telephone port: $20
- Parking Passes: $3/each
- AV Cart: No Charge
- VGA Cable: No Charge
- TV w/ DVD/VCR (mobile): No Charge
- Laptop: $25
- LCD/Digital projector (mobile/fixed): $25
- Portable Screen (6’x6’): $5
- Screen (12’ x 9’): $20

Audio & Visual Equipment Prices

- Cordless microphone (handheld, lav, cordless): $25
- Corded microphone (handheld): $15
- Additional microphones: $8
- Basic Sound Amplification (2 mains/2mics/di): $70
- Coffee Shop (2 mains & monitors, 8 inputs): $90
- Additional Speakers (2 mains ors subs): $40
- Small Concert (4 mains & monitors, 20 inputs): $175
- ½ UMP (4 mid-hi, 2 subs): $400
- 2/3 UMP (4 mid-hi, 2 subs, 4 monitors): $600
- Full UMP Concert: $1000
- UC Theater Lights: $23
- Basic Lighting (2-6 lights, dimmer): $38
- Extra Lighting (7-12 lights, 2 dimmers) $75
- Full lighting (truss, genies, 20 lights, dimmers) $400
- Electrical hookup for full lighting package $100
- I-Cue Mirrors (2 mirrors, power supply) $23
- Color Scrollers (4 scrollers, power supply) $33
- Video Camera $38

ASUM recognized student group rates have been discounted ~ 50% from Public/Non-Profit and Um Department rates for most equipment.

These prices are valid through Spring 2011.
# Campus Wide Distribution for Posters and Signs

Below is a list of bulletin boards and towers on campus, along with a list of quantities permitted in each location.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>University Center</td>
<td>The Source, UC Admin, ASUM, The Market</td>
</tr>
<tr>
<td>1</td>
<td>Natural Sciences</td>
<td>main floor</td>
</tr>
<tr>
<td>2</td>
<td>Jeanette Rankin</td>
<td>first and second floor</td>
</tr>
<tr>
<td>1</td>
<td>Liberal Arts</td>
<td>southeast door by elevator</td>
</tr>
<tr>
<td>1</td>
<td>Fine Arts</td>
<td>on stairwell</td>
</tr>
<tr>
<td>3</td>
<td>Social Science</td>
<td>one per floor on the big bulletin boards</td>
</tr>
<tr>
<td>1</td>
<td>McGill Hall</td>
<td>first floor by water fountain</td>
</tr>
<tr>
<td>1</td>
<td>Education</td>
<td>first floor east end</td>
</tr>
<tr>
<td>2</td>
<td>PAR/TV</td>
<td>down cement hallway</td>
</tr>
<tr>
<td>1</td>
<td>Law</td>
<td>bottom floor</td>
</tr>
<tr>
<td>1</td>
<td>Gallagher Business Building</td>
<td>main board on right side of main entryway</td>
</tr>
<tr>
<td>1</td>
<td>Lommasson</td>
<td>second floor</td>
</tr>
<tr>
<td>1</td>
<td>Math</td>
<td>upstairs on main floor</td>
</tr>
<tr>
<td>1</td>
<td>Skaggs</td>
<td>by psychology department office</td>
</tr>
<tr>
<td>2</td>
<td>Urey Lecture Hall (ULH)</td>
<td>two red boards outside ULH</td>
</tr>
<tr>
<td>4</td>
<td>ULH</td>
<td>towers outside ULH</td>
</tr>
<tr>
<td>1</td>
<td>Journalism</td>
<td>upstairs on second floor</td>
</tr>
<tr>
<td>1</td>
<td>Chemistry/Pharmacy</td>
<td>down hall to right</td>
</tr>
<tr>
<td>1</td>
<td>Science Complex</td>
<td>first door on the northeast side</td>
</tr>
<tr>
<td>1</td>
<td>Forestry</td>
<td>downstairs</td>
</tr>
<tr>
<td>2</td>
<td>Schreiber</td>
<td>top of the two staircases and near the front door</td>
</tr>
<tr>
<td>4</td>
<td>Library</td>
<td>one per floor (no board on third floor)</td>
</tr>
<tr>
<td>1</td>
<td>Honors College</td>
<td>through main doors on right hallway</td>
</tr>
</tbody>
</table>

39 total flyers  

*Run Time: 2.5 hours*
Useful University Phone Numbers

Adams Center Box Office ................................................................. 243-4051
ASUM Administration................................................................. 243-2451
Campus Recreation ................................................................. 243-2804
Event Planning Office/UC Event Scheduling ...................... 243-4113
Facilities Services Work Order Desk ................................. 243-6091
Presentation Technology Services/Equipment Scheduling .... 243-2858
President’s Office ........................................................................ 243-2311
Public Safety ............................................................................. 243-6131
Registrar’s Office/Classroom Scheduling ......................... 243-2414
The Source .................................................................................. 243-4636
University Catering ................................................................. 243-4899
University Center Administration .................................... 243-5082