1. Introduction (READ THIS SECTION!!)

Welcome to the Artists’ Palette—your one-stop resource for starting an arts group, planning an arts event, finding out about other arts events, and pretty much anything else arts-related you want to do. In it, you will find updated policies and procedures, important contact information, advice, tips and tricks, and a wealth of other resources. The rest is up to you!

Throughout this guidebook, we will make several references to particular people who can help you achieve your goal, no matter how large or small. Three of the most important are:

- **Emma Yarbrough**, 2011-2012 Rosemary Magee Intern in the Arts at Emory
  404.727.5674, artsintern@learnlink.emory.edu
  Emma is the new Arts Associate and is a great resource for you if you have a new idea or want to start a new group on campus. She serves as a liaison between students, administrators and faculty.

- **Andrea Lentz**, Manager of Meeting Services
  404.727.5355, alentz2@emory.edu
  Andrea is in charge of Meeting Services at Emory University; she can help you figure out where best to have your event or exhibition on campus. Her office is located inside the DUC.

This reference guide will continue to grow as we gain experience, and we invite anyone with suggestions, improvements, or additions to contact us and let us know (please email Nicholas Surbey). We hope you find this resource helpful and wish you the best of luck as you work to add your part to the Arts at Emory.