3. How Do I Plan an Arts Event?

Planning an arts event can be one of the most rewarding – and challenging – experiences you will have as a student at Emory. The reward of seeing your hard work pay off in a well-organized production or event is special, and you will learn more about yourself and your capabilities than you ever dreamed possible. In this section, you will find everything you need to know to organize and plan a successful event (from Broadway musicals to small, intimate galleries), including scheduling, funding, promotion, and preparation. Don’t hesitate to contact Emma Yarbrough or Andrea Lentz if you have any questions or concerns, and good luck!

ii. How do I find a venue?

Choose carefully where you want to have your event and remember to be creative. A place that sounds inappropriate at first may turn out to be a great location – it just may require a bit more creativity! Things to take into consideration:

1. How many people are actively involved in your event? How many attendees do you expect?
2. What kind of event is it? An amped-up alternative rock performance may require a larger space than, say, an unplugged solo cellist.
3. How much money do we have? Some venues require a rental fee; if you are on a budget, you may want to avoid these locations.

Reservation Procedures (note: these procedures can be found online at http://www.emory.edu/DUC/duc_ms/index.htm.

1. Make reservations as early as possible; at best, a semester prior to the event.
2. Complete a separate reservation form for each event (meeting services only).
3. Make sure you have ALL necessary information:
   - Date of the event
   - Expected attendance
   - Beginning and ending event times
   - Nature of event
- Name of person requesting room
- Name and address of sponsoring group or department
- Account number of sponsoring group or department (FAS# and sub code)
- Name of representative who will be on-site
- Estimated set-up needs
- Estimated equipment needs
- E-mail address

***NOTE FOR THEATER STUDENTS:*** A general production handbook exists for theater student organizations, which walks them through a process of mounting a show in a standard linear production process. Some of the information in the handbook is venue specific, but the majority of the material addresses the general process. The handbook can be accessed via Learnlink but is not on the internet. Access to that conference is granted to Theater Emory staff, student theater group officers, and student theater production staff members. Contact Robert Schultz on Learnlink for access to the conference.

**VENUES**

**Cannon Chapel**

Visit [http://www.religiouslife.emory.edu/chapel/reservations.cfm](http://www.religiouslife.emory.edu/chapel/reservations.cfm) to obtain Chapel Reservation forms, or contact Sonja Jackson (404.727.4449, sonja.jackson@emory.edu)

**The Dobbs University Center (DUC)**

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.
• For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm.
• Food can be catered through Emory Dining: 404.727.6411.
• An alcohol request form is required for alcohol-related events.
• Audio-visual can be requested on reservation form.
• Room set-up must be made in advance.
• Event promotion (table tents, balloons, chalking, or grid displays) can be arranged through reservations.
• Changes to reservation must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

<table>
<thead>
<tr>
<th>Space</th>
<th>Capacity (depending on set-up)</th>
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<tbody>
<tr>
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<td>DUC Down Under</td>
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<tr>
<td>Outside Terraces</td>
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<tr>
<td>Winship Ballroom</td>
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<tr>
<td>Faculty/Staff Dining Room</td>
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<td>Alumni Dining Room</td>
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<td>Trustees Dining Room</td>
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<td>Coca Cola Commons</td>
<td>1067</td>
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<tr>
<td>220E</td>
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<tr>
<td>250E</td>
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</table>
Cox Hall

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, or contact Andrea Lentz at 404.727.5355. For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm.
- Banquet Rooms provide dining room service for coffees, breakfasts, lunches, and receptions.
- Food can be arranged through campus dining: 404.727.6411
- Student organizations may reserve Cox Hall for fundraising events and late night parties.

**Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Capacity</th>
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<td>Cox 4</td>
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</table>
Academic Buildings

- Space in academic buildings can be reserved for events and activities.
- To reserve space, call Meeting Services at 404.727.5354 or go to http://www.emory.edu/DUC/duc_ms/index.htm.
- Available: Mon. – Fri., 6:00 p.m.-Midnight
  Sat. – Sun., 8:00 a.m.-Midnight

- Arrange room set-up through Facilities Management: 404.727.7463
- For Media Scheduling and audio-visual equipment, call: 404.727.6853
- Special Parking Concerns: 404.727.PARK
- To reserve space before 6:00 p.m. weekdays, contact the College Office: 404.712.8498.

<table>
<thead>
<tr>
<th>Building/Room</th>
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Candler Library

<p>| | |</p>
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<td>Building</td>
<td>Room</td>
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<td></td>
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<td>Geosciences Building</td>
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<td>Lower Lobby</td>
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</tbody>
</table>

Residence Halls

How:

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404/727-5354 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Woodruff Library

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5354 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The Jones Room

(Only open to events sponsored by academic departments)

Capacity: seating for 115

Contact: Joyce Piatt, 404.727.0134, libjag@emory.edu

Cost: $100.00 charge
Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to [http://www.emory.edu/DUC/duc_ms/index.htm](http://www.emory.edu/DUC/duc_ms/index.htm).

Food can be catered through Emory Dining: 404.727.6411.

An alcohol request form is required for alcohol-related events.

Audio-visual can be requested on reservation form.

Room set-up must be made in advance.

Event promotion (table tents, balloons, chalking, or grid displays) can be arranged through reservations.

Changes to reservation must be made by noon the business day prior to the event.

Please refer to Planning Your Event at Glenn on the meeting services website, or stop by their office for a copy.

This space functions as a church and may not be suitable for all events.

No eating or drinking allowed.

A/V support and lighting: 404.727.9200

Staging and custodial: 404.727.4463

Musical equipment rental: 404.727.6691.

Capacity: 1200.

Web site information: [http://www.carlos.emory.edu/INFORMATION/facility.html](http://www.carlos.emory.edu/INFORMATION/facility.html)

Pricing:
Prices changes annually, and prices for outside-Emory parties are listed on the website. However, for more specific information, please contact Leigh Burns. Some exceptions are listed below.

*Emory affiliates get a 50% off discount

*Additional fee exceptions can be made based on availability, time of year, sponsorship, and level of academic participation

*At-cost prices are sometimes permitted

**Reception Hall:**

This beautiful space features floor-to-ceiling windows, chandelier lighting, state-of-the-art audio-visual equipment, and a Steinway grand piano. The rental fee includes security, tables and chairs, and parking.

Capacities:

- Dinner/dance: 100
- Seated Event: 130
- Auditorium: 200
- Reception: 300

**Entire Museum:**

(including the reception hall, Museum, and Caffè Antico)

Capacity: 800

**Caffè Antico:**

Seated Event: Capacity 40

Reception: Capacity 50


**Board Room**

Meeting Space: Capacity 30

**Performing Arts Studio (PAS)**

This large space is generally used by the Music Department and Dance Program. It has a sprung floor for dance, so if a theater group or other event wants to use it, they either cannot put down any furniture, or they must get something to cover the floor.

Contact: Dave Clements, 404.712.4182, djcleme@emory.edu

Seating: 250

**Burlington Road Building (1804 North Decatur Rd.)**

As one of the three black box theater labs on campus that can stage a full production, this theater is usually booked for Ad Hoc, Starving Artists Productions (SAP), or AHANA Theater at least a year in advance. It is usually the only full-production space available to student groups, as the Mary Gray Munroe Theater is normally booked by Theater Emory.

Contact: Doris Muellner, dmuelln@emory.edu

Capacity: 60-70

Available equipment: Backstage, lighting, sound booth
**Mary Gray Munroe Theater**
This space in the DUC houses two full production theater labs. The space is usually filled by Theater Emory, and while occasionally student groups may use either space, it is the exception rather than the rule.

Contact: Robert Turner, 404.727.2871, rturner@emory.edu

MI: A large black box theater
Capacity: 120

MII: A small studio theater space
Capacity: 70

*The Rich Building (Theater Spaces)*
You could stage a reading or event here, but you can’t mount a full theater production. However, you may reserve classrooms for rehearsals as well (priority goes to theater groups). For more information, contact Doris Muellner (404.727.6463, dmuelln@emory.edu).

**Rich Studio (Dance)**
The Rich Building Studio may be reserved by Dance majors and minors for rehearsal. It requires a personal numeric code to enter which can be acquired in the Dance Program office in the Rich Building. Below are the rules and guidelines.

**STUDIO RULES**
- No shoes
- No food or drink
- Restore studio to its original condition upon leaving
- You may sign up for two hours (maximum) at one time
- Do not sign up for more than two, 2-hour blocks per week
- Failure to respect the space will result in the loss of studio privileges
- Sign up in person at the Schwartz Center Dance Student Lounge Room 213

**GUIDELINES**
Schedules are posted on Thursday for the following week. Already included on the schedules are courses, faculty research projects, EDC rehearsals, and university requests. Please feel free to choose any of the remaining times by placing your name and phone number in the space available. If no phone number is included, the space will be considered unreserved. Please remember to remove your name if your plans change so others may have access to the space.

Contact: Greg Catellier, 404.712.8901, gcatell@emory.edu

Woodruff Physical Education Center Studio and Gymnasium

The Woodruff PEC studio is available to all student groups who have an account number. Any group wishing to reserve the WoodPEC studio needs to fill out a form available at the Woodruff Physical Education Facilities Office located at the west end of the WoodPEC on the main floor. Dance majors or minors who wish to reserve the studio on an ongoing basis should contact Gregory Catellier, 404.712.8901, gcatell@emory.edu.

Groups wishing to reserve the main gymnasium should visit the Woodruff Physical Education Facilities Office. Preference is given to athletic events, so book this venue a year in advance, if possible.

Jenkins Courtyard and Patterson Green (Business School)
Email Sherrell Bridges sherrell Bridges@bus.emory.edu for reservations and terms of use. Spikes or nails (such as those used to hold down a tent) are strongly discouraged in the grassy areas.

Visual Arts Building and Gallery
Email Mary Catherine Johnson, mcjohn7@emory.edu for use of the Gallery or the various Studios (Drawing and Painting, Photography, Film).
Miller-Ward Alumni House

**General Policies** for use of the Miller-Ward Alumni House.

**The Schwartz Center**

Please note that the Schwartz Center use policy applies to the Cherry Logan Emerson Concert Hall and adjacent spaces in the facility.

**Use Policy:**

The Donna and Marvin Schwartz Center for Performing Arts exists to support the educational mission of Emory College and Emory University. The purpose of Cherry Logan Emerson Concert Hall in the Schwartz Center is to present the Candler and Music at Emory concert series and to house the activities of the Department of Music. Emerson Concert Hall serves as the primary classroom and laboratory for the study of music performance at Emory. More than 600 students attend music classes and participate in ensembles in the Schwartz Center taught by over 40 Music Department faculty and artist affiliates presenting ninety performances a year. Student ensembles, which rehearse on a weekly basis and perform several times during the season, include the following: Emory Symphony Orchestra, University Chorus, Emory Concert Choir, Emory Mastersingers, Emory Wind Ensemble, Atlanta Youth Wind Symphony, Emory Chamber Ensembles, Early Music Ensemble, Emory Brass Ensemble, Emory Percussion Ensemble, Emory Guitar Ensemble, Emory Jazz ensembles, and Emory Youth Symphony Orchestra.

The administration of the Schwartz Center facilitates classes, rehearsals, and performances related to the educational mission of the facility. Due to space, time and personnel limitations as well as the need to uphold the pedagogical mission of the Schwartz Center, it is not possible to schedule events that fall outside these parameters. Requests for exceptions to this policy may be considered by the Music Programming Committee, which consists of members of
the Music Department faculty, the administrative staff of the Schwartz Center, a student representative and a University representative. This committee meets on an as-needed basis throughout the academic year. Departments or programs interested in utilizing the resources of the Schwartz Center should submit a written proposal to the Music Programming Committee at 1804 Burlington Road, Suite 230. The proposal should state the nature of the event and how it relates to the mission of Emory.

Emerson Concert Hall

Emerson Concert Hall is almost always reserved for Music Department Concerts Division events, rehearsals, and classes. Nonetheless, should you wish to request the space (with a faculty supervisor), contact Bob McKay (404.727.6661, robert.mckay@emory.edu) or Lewis Fuller (404.727.6691, lfuller@emory.edu).

Seating: without Choral balcony 750; with choral balcony 800

Dance Studio:

The Schwartz Center Dance Studio is reserved for Dance Program classes, rehearsals, and faculty research. It is not available for performance or rehearsals for any Emory or community groups.

Contact: Greg Catellier, 404.712.8901, gcatell@emory.edu

Seating: 135

Tharp Rehearsal Hall

This space is usually reserved for music department classes, rehearsals, and faculty research. On occasion, students may reserve the space, but rarely. Contact: Lewis Fuller, 404.727.6691, lfuller@emory.edu
Theater Lab

This space is usually used for academic purposes and doesn’t have the backstage that would be necessary to mount a full production. However, when it’s not being used by theater classes or Theater Emory, it might be considered for other event use. Established student theater organizations (SAP, Ad Hoc, AHANA, Rathskellar, Alpha Psi Omega, and F'Utility) must apply to use the space for productions by written application for a given season. Non-theater groups must apply through Leslie Taylor (404.727.2574, ltayl04@learnlink.emory.edu), who evaluates the requests and submits them to Theater Emory management and production staff to decide on a case by case basis.

Contact: Doris Muellner, 404.727.6253, dmuelln@emory.edu

Seating: 135

Ginden Arts Commons

Contact Lewis Fuller, 404.727.6691, lfuller@emory.edu

Seating capacity: 20-30, depending on event

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

THE DEPOT

In order to hold an event at Dooley's Den at the Depot. You will need to
contact Murat Bora, the manager of the Depot, Murat.Bora@sodexhousa.com. You will need to let him know what date you would like to hold your event and he will let you know if it is open. The policy for holding events at the Depot is that you purchase food for the event from the Depot.

Outdoors

Emory has several excellent locations for outdoor events and exhibitions. However, some restrictions do apply.

Visual Arts Exhibitions

Do you have art, but don’t know where to display it? Here are some potential locations and how to apply to reserve them.

Dobbs University Center (the DUC)

Coca-Cola Commons – this space is among the most high traffic locations on campus and is a great place to display your work.

How: Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm
**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

When: Early. This space usually gets filled up fast. You can usually reserve it for a maximum of one week.

What: Reserve grids, and they will deliver them when you want. Bring art tape or hooks to affix the art to the grids.

Contact: Andrea Lentz, 404.727.5355, jeffrey.martin@emory.edu

*DUC DownUnder* – There is a wall in this lounge managed by the STIPE Society. Contact them to reserve a time to display your art.

How: Reserve through the STIPE Society (contact Blake Covington or Madison Dotson for information, or write to their conference on Learnlink)

When: This is a brand new space, so it depends on interest levels! Their goal is to have exhibits rotating through monthly. Try to reserve at least a couple of months in advance.

*The DUC Gallery*– a great little space but can be hard to reserve because it is often booked months ahead of time.

How: Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to [http://www.emory.edu/DUC/duc_ms/index.htm](http://www.emory.edu/DUC/duc_ms/index.htm)
**Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

_The DUC Terraces_ – (outdoors) the space outside the post office is a beautiful location for an exhibit or musical performance. There is an overhang, so even if the weather isn’t ideal, your exhibit will stay dry.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

_Cox Hall_

_Cox Hall Computer Lab_ – the back room is a great space to display 2-D work

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

Changes to reservations must be made by noon the business day prior to the event.
**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.**

*Cox Hall Amphitheatre* – (outdoors) these tall steps get a high volume of traffic, especially around lunch time. You must check with Meeting Services to reserve them, and about the spatial restrictions, as the Emory Police Department sometimes uses the space by the bell tower.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.72.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to [http://www.emory.edu/DUC/duc_ms/index.htm](http://www.emory.edu/DUC/duc_ms/index.htm)

Changes to reservations must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.**

*The Math and Science Building*

This building has a beautiful atrium that sometimes features some wonderful art exhibitions.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.72.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to [http://www.emory.edu/DUC/duc_ms/index.htm](http://www.emory.edu/DUC/duc_ms/index.htm)
Changes to reservations must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Woodruff Health and Science Center (WHSCAB)

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to [http://www.emory.edu/DUC/duc_ms/index.htm](http://www.emory.edu/DUC/duc_ms/index.htm)
- Changes to reservation must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The Woodruff Library

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_Schatten Gallery_

The gallery's primary function is to support and complement the dissemination of educational themes of interest to academic scholars, departments, divisions, and other organizations on campus in an easily accessible visual format. The venue is rarely available to students, as it is often reserved months or years in advance for professional exhibitions.

Reserve through Valerie Watkins (valerie.a.watkins@emory.edu, 404.727.0136)

_The Schwartz Center_

Through the faculty of the Visual Arts Program, you may petition to Schwartz Center staff for access to the following spaces; however, please understand that they have limited availability and costs may be incurred (especially for hanging exhibitions and subsequent wall repairs).

_Music, Dance, and Theater Student Lounges_

_Contact Lewis Fuller (for Music), 404.727.6691, Ifuller@emory.edu; Robert Schultz (for Theater), 404.727.6462, rschult@learnlink.emory.edu; or Greg Catellier (for Dance), 404.712.8901, gcatell@emory.edu._

_Upper West Hallway_
Located on the third floor hallway next to Emerson Concert Hall, this space is great for showing exhibits to concertgoers. It includes track lighting and wall space adequate for hangings. For more information contact Lewis Fuller, 404.727.6691, lfuller@emory.edu.

Ginden Arts Commons
This room is located on the main floor of the Schwartz Center and includes track lighting and wall space adequate for hangings. It is not open all the time, however, and is often booked with faculty/visiting artist exhibits. For more information contact Lewis Fuller, 404.727.6691, lfuller@emory.edu.

Make your own!
Do you have a great space in mind that we haven’t thought of? Here are a few questions you have to address to use the space:

1) Indoors or outdoors?
2) Who is in charge of the building?
3) Contacts: Andrea Lentz (jeffrey.martin@emory.edu, 404.727.5355), or the office of Vice President Gary Hauk (gary.hauk@emory.edu, 404.727.6021)