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!

iv. How do I prepare for my event?

Make a Budget!

Renting Equipment

- *Equipment and custodial services*: Facilities Management (FMD) customer service line at 4.727.7463. They are open 8 a.m.-4:30 p.m., Monday-Friday. Provide account number at time of request. You can also see their web site at [http://www.fm.emory.edu/staging.shtml](http://www.fm.emory.edu/staging.shtml)
  - They provide equipment such as: electrical equipment, extra chairs, tables, platforms/staging, special chair arrangements, stansions (free standing stands for hanging posters).
- *Media scheduling and audio-visual equipment*: You MUST make a request at least seven days in advance by calling 404.727.6853
- *Special parking*: Call 404.727.PARK

Getting Food

Food is a great way to make your event memorable (and you may be surprised at the number of hungry college students that will come out of the woodwork!). There are several options available to you:

Catering

There are a number of catering options available:

- Emory Catering ([www.emorydining.com](http://www.emorydining.com))
- The Epicurean ([www.theepicureancatering.com](http://www.theepicureancatering.com))
- Proof of the Pudding by MGR, Inc ([www.proofatlanta.com](http://www.proofatlanta.com))
• Masterpiece Catering (www.masterpiececatering.com)
• Bold American Food Company (www.boldamerican.com)
• Chef William Neal Caterers, Inc. (www.chefNeal.com)
• A Legendary Event (www.legendaryevents.com)
• Carole Parks Catering Association, Inc. (www.cparkscatering.com)
• Beyond Cuisine (www.beyondcuisine.com)

Ordering Food Delivery
Several Emory-area restaurants offer Emory discounts. A few to consider are:
• Papa John’s Pizza – Often offers an Emory Delivery discount (usually $6.99 for a large one-topping) – 404.351.8282.
• Domino’s Pizza – Also offers an Emory discount (usually $5.99 for a large one-topping) – 404.373.2200
• Maddio’s – Has offered discounts in the past – 404.929.6700
• Moe’s Southwest Grill – Has also offered discounts in the past – 404.373.0675
• Subway – Offers discounts on 6-foot-long subs – 404.298.8855
• Willy’s Mexicana Grill – 404.321.6060

Supplies (and discounts available)

Invitations:

• Make invitations
  ▪ KINKO’S: has a wide range of papers and envelopes of different weights and will make them for you or let you make them yourself. Kinko’s sometimes provides a student discount, and the one at Clairmont/North Decatur will give you a discount if you are connected with a department on campus.
  ▪ Copy Center (Woodruff Library): This is a nice option because the costs can be billed directly to your account number – you don’t have to front the costs and wait for a reimbursement check.
• Art Tape: great for hanging any art; it’s strong and peels off of art and walls easily. You can buy it at: Sam Flax, Binder’s, Pearl, or Michael’s.
• General Arts Supplies: Binder’s (404.237.6331) offers a student discount that is in the range of 10% off your total price. They have nearly everything
you might need for a visual arts event, from paint to painting surfaces. They are located on Piedmont Avenue between Lenox and Peachtree in the Kroger shopping center (Buckhead).

• *Ask for Discounts!* Many stores and supply brokers will be happy to offer discounts if you are buying in bulk or because you are a student connected with a major university. When you are looking for supplies, be sure to ask a manager if any discounts are available. If you find a really great one, email Becky Herring and let her know, so she can include it in updates of this publication!