

Student Affairs can assist you with co-curricular programs!

Reserving Venues:

To reserve the following **residence hall** spaces for presentations or discussions that involve a student audience, contact Residence Life Staff, reslife@pugetsound.edu, x3317:

- Seward First Floor Lounge (seats 25, not enclosed); Seward Third Floor Lounge (seats 15, is enclosed)
- Todd/Phibbs First Floor Lounge (seats 20)
- University Lounge (seats 30, not enclosed)
- Anderson/Langdon First Floor Lounge (seats 20 - 40 people, is enclosed)
- Schiff First Floor Lounge (seats 15, is enclosed)

External residence hall doors are locked at all times. Security Services can provide access to the faculty member who has made space arrangements. Please have a student in your course/program provide "door duty," to give access to others, so that residence hall staff does not become a doorperson for your event.

Reserve the following **public spaces** on campus online through [25Live](#). Contact Tanya Goodall tgoodall@pugetsound.edu with any questions.

Wheelock Student Center

Murray Board Room WSC 108
Murray Board Room Lounge WSC 106
Dottie Rasmussen Rotunda
WSC 201
WSC 202
Piano Lounge
Upper Marshall Hall

WSC 230A

WSC 230B

Trimble Hall

Trimble Forum
Trimble Guest Suite

Wyatt Hall

Wyatt 226
Wyatt 326
Wyatt Atrium

McIntyre Hall

Rausch Auditorium

Collins Memorial Library

McCormick Room
Misner Room

All Outdoor Spaces (Excluding Athletic Fields)

Karlen Quad

Todd Field

A/L Quad

T/P Quad

The Event Lawn

Thomas Hall

Tahoma Room
Seminar Room - 366
NW Lounge
Conference Room - 381
Rec Room - 270

Reserve **the Student Diversity Center** and **Social Justice Center** online through [25Live](#).
Contact diversitycenter@pugetsound.edu with any questions.

Reserve **Kilworth Memorial Chapel** online through [25Live](#).
Contact kilworthchapel@pugetsound.edu with any questions.

For information on **Event Planning** (organizational help, coordination with ASUPS, and limited funding assistance) contact:

- Sarah Comstock, Associate Dean of Students scomstock@pugetsound.edu, x3931.
- Serni Solidarios, Director of Student Programs, ssolidarios@pugetsound.edu, x3366.
- ASUPS Popular Entertainment, ASUPS Cultural Events, ASUPS Lectures, and ASUPS Films, contact the ASUPS Office Manager, asups@pugetsound.edu, x3600.
- ASUPS funding support, contact ASUPS Director of Business Services, asupsdbs@pugetsound.edu, x3275.
- Events/discussions related to topics such as civic engagement, race, gender, sexuality, or religion/spirituality, contact the Center for Intercultural and Civic Engagement ([CICE](#)), hfickes@pugetsound.edu, x2751.

For information on **Center for Intercultural and Civic Engagement (CICE)** Programs/Resources:

- **Civic Engagement and Social Justice**, contact Skylar Bihl, Associate Director of Civic Engagement, abihl@pugetsound.edu, x2751.
- **Intercultural Engagement**, contact Vivie Nguyen, Director of Intercultural Engagement, vnguyen@pugetsound.edu, x 2751.
- **Religion/Spirituality**, contact Dave Wright, University Chaplain, dwright@pugetsound.edu, x2751.

For information on **Residence Life** Programs/Resources:

- **Residential Seminar** class-related excursions, funded by the Dean of Students Office, contact Debbie Chee, Director of Residence Life, dchee@pugetsound.edu, x3317.
- **Theme Programs** (academic/residential, theme halls, and houses), and other residential programs, contact Residence Life staff, reslife@pugetsound.edu, x3317.

Publicity for events:

- For information on Wheelock Student Center screens, butcher paper signs in Marshall Hall, posters (graphic design/artwork), and copying/distribution of flyers, contact the ASUPS Director of Marketing & Outreach, asupsdmo@pugetsound.edu, x3454.
- For information on creating your own poster and submitting it to Print & Copy Services, contact Print & Copy Services, copyservices@pugetsound.edu, x3737.
- For information on having your event announced on KUPS-FM, contact thesound@pugetsound.edu, x3267. They request 5 days lead time before the event; announcements will usually begin 48 hours after your request is received.
- To have your event appear on the Union Avenue Sign, contact the Office of Public Events, events@pugetsound.edu, x3582.
- Be sure to submit your campus event to the events calendar! Contact the Office of Public Events, events@pugetsound.edu, x3582.

Questions about other matters? Contact the Dean of Students Office, dos@pugetsound.edu, x3360.