

## 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](mailto: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: [Venue Reservation Request](#). Contact [roomreserve@pugetsound.edu](mailto:roomreserve@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:

[Student Diversity Center Reservations](#). Contact [diversitycenter@pugetsound.edu](mailto:diversitycenter@pugetsound.edu), x4044 with any questions.

Reserve **Kilworth Memorial Chapel** online: [Kilworth Chapel Reservation](#). Contact [kilworthchapel@pugetsound.edu](mailto:kilworthchapel@pugetsound.edu), x2751 with any questions.

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

- Sarah Comstock, Associate Dean of Students and Director of Student Union & Programs, [scomstock@pugetsound.edu](mailto:scomstock@pugetsound.edu), x3931.
- Serni Solidarios, Director of Student Programs, [ssolidarios@pugetsound.edu](mailto:ssolidarios@pugetsound.edu), x3366.
- ASUPS Popular Entertainment, ASUPS Cultural Events, ASUPS Lectures, and ASUPS Films, contact the ASUPS Office Manager, [asups@pugetsound.edu](mailto:asups@pugetsound.edu), x3600.
- ASUPS funding support, contact ASUPS Director of Business Services, [asupsdbs@pugetsound.edu](mailto: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](mailto:hfickes@pugetsound.edu) x2751.

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

- **Civic Engagement and Social Justice**, contact Skylar Bihl, Assistant Director of Civic Engagement, [abihl@pugetsound.edu](mailto:abihl@pugetsound.edu), x2751.
- **Intercultural Engagement**, contact Vivie Nguyen, Director of Intercultural Engagement, [vnguyen@pugetsound.edu](mailto:vnguyen@pugetsound.edu), x 2751.
- **Religion/Spirituality**, contact Dave Wright, Director of Spiritual Life & Civic Engagement/ University Chaplain, [dwright@pugetsound.edu](mailto: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](mailto:dchee@pugetsound.edu), x3317.
- **Theme Programs** (academic/residential, theme halls, and houses), and other residential programs, contact Residence Life staff, [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu), x3317.

**Publicity for events:**

- For information on the Eventi app, 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](mailto: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](mailto:copyservices@pugetsound.edu), x3737.
- For information on having your event announced on KUPS-FM, contact [thesound@pugetsound.edu](mailto: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](mailto:events@pugetsound.edu), x3582.
- Be sure to submit your campus event to the events calendar! Contact the Office of Public Events, [events@pugetsound.edu](mailto:events@pugetsound.edu), x3582.

**Questions** about other matters? Contact the Dean of Students Office, [dos@pugetsound.edu](mailto:dos@pugetsound.edu), x3360.