**Important Contacts and Departments:**

**Theater Department/ Mainstage**

To Borrow Equipment (dimmer packs, lightboard, multiplex cable, trees/booms and bases, ladders):

Rose Bochansky rbochans@brynmawr.edu

Cell # (267) 266-0207

Office in Goodhart.

**Arts Department**

For negotiating space in Goodhart:

Helene Studdy hstuddy@brynmawr.edu

Office in Goodhart.

**Conferences and Events**

For reserving non-Dorm space (Erdman Living Room is sometimes but not always available through Conferences and Events):

Debby Chadwick dchadwic@brynmawr.edu

Lisa Zernicke lzernicke@brynmawr.edu

roomres@brynmawr.edu

Office in the basement of the Campus Center, next to the ATM, on the same floor as the Bookstore, directly beneath the Student Activities Office.

**Student Activities**

For submitting party forms and for general information:

Mary Beth Horvath mhorvath@brynmawr.edu

To send e-mails to the Activities listserve activities@brynmawr.edu

NOTE: activities e-mails are sent out at 4:00 pm each day. If you send an e-mail after 4:00 pm, it will go out in the next day’s e-mail barrage at 4:00 pm (though, depending on when Mary Beth gets to them, they may go out earlier or later).

Office on main floor of Campus Center, just beyond the copy machines, next to the bathrooms.

**Multimedia Services**

In case you need sound equipment, microphone cable (which can work as multiplex cable in a pinch), etc.

multimedia@brynmawr.edu

x7449

Office in the basement of Merion.

**Uncommon Grounds**

If you are putting up a show in the Campus Center and you would like to negotiate with Uncommon Grounds as to which doors to use, whether or not you would like them to use the microphone during performance times, etc.

Richard Clow rclow@brynmawr.edu

Uncommon Grounds is located in the Campus Center.

**Facilities**

In case one has any Facilities related questions. This includes power distribution questions.

Urgent Requests between 7:00 am and 5:00 pm x7930

If there is an emergency after 5 pm contact public safety.

<http://www.brynmawr.edu/facilities/>

**Copy Center**

Great for doing professional style posters. They are located in the basement of Taylor.