

Who do I contact to...

RESERVE A ROOM

Marilyn Walker, Ext. 1128 mwalker@smail.anc.edu

- Governors Ballroom
- Adams/Vines Recital Hall
- A Concourse Conference Room

Mary Ann Garren, Ext. 1229, mgarren@smail.anc.edu

- Adams/Vine Gallery

**Be sure to turn in a work order to the Maintenance Department at least 1 week prior to the event.

Marlene Banks, Ext. 1127 mbanks@smail.anc.edu

- Any classroom

PUBLICIZE AN EVENT

Rachel Gifford, Ext. 1120 rgifford@smail.anc.edu

- Message Board at Main Entrance (must comply with policy)

Sheiron Bearden, Ext. 1526 sbearden@smail.anc.edu

- Take pictures of on-campus event (requires 3 days advance notice for scheduling)
- Newslink

Carol Mills, Ext. 1207 cmills@smail.anc.edu

- To be set up with access to events calendar to post your own events
- Flyers will not be posted in the Portal without information in the Calendar

Danny Graham, Ext. 1164 dgraham@smail.anc.edu

- Information for website (not Portal, requires 2 days advance notice)