

EVENTS PLANNING MANUAL

Introduction

This Events Planning Manual is a practical guide for sponsors of events at Earlham College.

Earlham College's Events Policy is presented in Section 1. It is the authoritative statement of the College setting forth the fundamental considerations that bear on any event at Earlham College. All other sections of the Manual should be considered in light of this statement.

The subsequent sections provide essential information for planning and carrying through an event. If you have suggestions for revision of this Manual, please forward them to Lynn Knight, Coordinator of Events.

Student organizations sponsoring events should work with the Director of Student Activities in Runyan Center.

Paper copies of this Manual are available in the following offices:

Coordinator of Events
Community Relations
President's Office
Runyan Center Desk

Lynn Knight
Coordinator of Events
Drawer 2
30 Carpenter Hall
983-1373
knighly@earlham.edu

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Section I. Events Policy

Purpose. Events are special opportunities that serve the mission of Earlham College by extending and enriching the opportunities provided by our curriculum and campus-organized activities, generally by inviting visitors to speak or perform on campus. Each year we want a broad variety of such special opportunities: intellectual, spiritual, and creative.

Some events are open only to members of the Earlham community. At others, clearly designated as public events, we welcome our neighbors in Wayne County and environs. This policy also covers Earlham events held off the college campus.

Most Earlham events begin with a short period of silent gathering. Earlham College is devoted to the idea that truth is best sought and most likely to be found through honest questioning and open listening, through rigorous reasoning and calm reflection. All those attending events at Earlham, members of the campus community and visitors, are expected to treat all others with respect. Orderly dissent is honored at Earlham, but the use of intimidation or force in dissent is entirely unacceptable.

Sponsorship. All events should have a sponsor: the college as a whole, an academic or administrative department, or a recognized student organization. The sponsor is responsible for seeing that all aspects of the event are in keeping with relevant college policy and that invited guests are treated with care, respect and dignity.

Invitations to speakers and performers in no way indicates that the college or the sponsor agree with points of view that may be expressed at the event.

The college as a whole sponsors only a few events each year: Convocations, Arts and Lectures series events, Commencement, Honorary Degree ceremonies and occasionally other special events. Either the Events Committee or the President serves as sponsor under this policy for College-sponsored events.

Coordinator of Events. Under the supervision of the V.P./Community Affairs, the Coordinator of Events oversees all arrangements for certain assigned events (including many of those sponsored by Earlham as a whole) and also provides advice and guidance for others sponsoring events.

Budgetary Arrangements. The sponsor of the event is responsible for all expenses for the event, drawing from restricted funds or operating budget funds for which it is responsible, or drawing from restricted funds or operating budget funds contributed by others for the event.

Scheduling. Sponsors schedule events by first reserving an appropriate space on campus for the event, and then by listing the event on the college web calendar. Normally, events should be scheduled at least two weeks in advance. Public events should normally be scheduled at least two month in advance so that we can make adequate arrangements for external publicity

No competing events may be scheduled during Convocations, College Meetings for Worship, or other special events so designated by the President

Sponsors that schedule an event between 7:00 and 10:00 p.m. can request the event be *shielded*. When an event is shielded, no other event can be scheduled concurrently. The exceptions are previously scheduled

events, films, and small events restricted to a particular group and number of people such as hall dinners, video showings for a class, or committee meetings. Shielding decisions are made by the Events Committee.

Events are more likely to be shielded if:

- *shielding is requested at the time of scheduling,
- *the event has shown in the past it will attract a large portion of the community,
- *the event is academically related,
- *shielding will have a significant financial impact on the sponsoring group,
- *the event will be a culminating experience for participants, or
- *the event will only be offered once.

Publicity. Sponsors should arrange that events be publicized on the campus at least one week in advance through the college's regular means for communicating with faculty, students and staff, especially *Around the Heart* and the faculty newsletter.

Publicity off-campus, for public events, should be coordinated through the Coordinator of Events, who will involve the office of Public Affairs as appropriate.

Earlham Services. Sponsors should consult with the Coordinator of Events about any assistance that may be needed regarding audio-visual equipment, food, housekeeping or site preparation. If such assistance is needed sponsors should make arrangements with the following departments:

For audiovisual resources:	Instructional Technology and Media
For food:	Sodexo
For housekeeping:	Aramark
For site preparation:	Maintenance

Approved by the President
May 2004

Section II. Event Planning

The Basics

Earlham's approach to events is a decentralized approach, which encourages initiative to come from many areas on campus. Whether an event is a closed Earlham event, one in which the campus is the primary audience or one in which the public is invited, the success of the event is dependent upon the sponsor following the guidelines set forth in this manual.

The Coordinator of Events is the campus available resource for advice on event planning and programming. The Coordinator of Events holds workshops on event planning and programming, and usher training which will aid sponsors of Earlham events making sure all policies and procedures for campus events are followed.

Below are the basics a sponsor is responsible for when planning an event on the Earlham College campus. (Detailed information for each of these basic fundamentals is available in Sections IV. and V. of this manual.)

1. Planning

The sponsor is responsible for all aspects of reserving and the scheduling of an event including, but not limited to: sufficient funding, contract negotiations, date reservation, room reservation, media /tech needs, catering, marketing, housekeeping, security, audience services, back stage needs, maintenance and bookstore arrangements.

2. Marketing

The Sponsor is responsible for the coordination of all publicity of an event including, but not limited to: newsletter, press release, posters, programs, etc.

3. Set Up and Strike

The sponsor is responsible for all aspects of an event from set-up to strike. The sponsor must be present for all pre-sets, load-ins, rehearsals, and performances for an event and must be the last one to leave after strike. Sponsors are to make sure the space is left as it was found, all lights are turned off and doors are closed.

4. House Needs

The sponsor is responsible for all front of the house needs including house manager, ushers, audience services, back stage manager and back stage crew, and knowledge of emergency procedures.

Space Reservation Contact Information

When looking to book an event the events calendar can be used as a guide. It contains a listing of most of the events on campus. It is available at:

www. <http://www.earlham.edu/cgi-bin/we/ec/webevent.cgi?cmd=open&cal=cal3&>

Reservations of space are made by contacting one or more of the following:

- Academic classrooms during the academic day 8:00 a.m. – 12:00 p.m. and 1:00—4:00 p.m. contact: Registrar's office at patfe@earlham.edu, stoutju@earlham.edu or ext. 1515.
- Athletic and Wellness Center, contact: Wellness Coordinator at nolansh@earlham.edu or ext. 1731
- All computer labs contact: Wildman Science Library ext. 1245
Monday – Friday, 8:00 am. – 12:00 p.m.
- All library spaces, contact: Lilly Library at wilsoje@earlham.edu or ext. 1269
- Landrum Bolling Center Richmond Room and LBC 106, Conference Room, contact: The President's Office, rankida@earlham.edu or ext. 1211
- During the academic year, all other spaces and time periods are reserved through the Reservation Desk at Runyan Center. Staff are available to assist you Monday-Friday, 9:00 am- 4:00 pm. and 1:00 p.m. – 3:00 p.m. during summer
Reservation Desk, ext. 1587

The Coordinator of Events, knighly@earlham.edu or ext. 1373 is available to assist the sponsor of an event with the selection of a date, time and location and advise the sponsor on event procedures which are in accordance with the Colleges events policies and guidelines.

Contract Negotiations Information

Care must be given when negotiating on behalf of the College with an artist, agent, or lecturer in which a contract/letter of agreement is required.

When first contacting an agent or performer the sponsor should gather the following information before a contract is issued:

- If artist/speaker is available for specific dates, touring in the area during that time period
- General fee -- all inclusive (no additional costs for equipment rental, travel, meals, etc), plus lodging, plus travel
- Does the artist/speaker offer any residency activities? If so what and does it require an additional fee?
- All technical requirements. The office of Instructional Media must sign off on all tech riders prior to the signing/confirmation of the contract. When negotiating a contract it is important to send the artist/agent our tech specs, which are available in the Events Office.
- Once negotiations for the contract are concluded the contract can be issued and signed by appropriate Earlham personnel

Below is the list of approved personnel that can negotiate and sign contracts in regards to Earlham events:

- Earlham President
- Earlham Vice Presidents and Deans
- Directors and Conveners of Earlham Departments and Programs
- Coordinator of Events
- Director of Student Activities

If you have any questions or concerns, contact the Coordinator of Events at ext. 1373.

Coordinator of Events (knighly@earlham.edu, ext. 1373)

The Coordinator of Events is available to assist and advise the sponsor of events on the Earlham College campus with the planning and presentation of an event.

Responsibilities of Coordinator of Events:

- Support a coordinated, decentralized approach to events planning at Earlham College as well as act as a resource for faculty, staff, and students on how to plan and carry out events on Earlham's campus.
- Directly oversees major events, providing information on guest lecturers and performers with the potential to appeal to the Earlham community as a whole.
- Consult regularly with representatives from various offices (Student Development, Public Affairs, Instructional Media, Food Service, Maintenance, Housekeeping, Security, Student Activities, Development) about ways to strengthen the campus's culture of events planning.
- Responsible for the general guidance of the campus in the adherence of the principals of event planning and for providing supportive information on the presentation of events on the Earlham campus.
- Provide various instructional events workshops throughout the year and has on hand instructional information pertaining to events planning.
- Maintains supportive publications for the programming and planning of events on campus

Events Committee

Works with the Events Coordinator to envision and design the pattern of major events, including Convocations, sponsored by Earlham. The committee should seek community input so that a variety of events are offered to meet varied curricular and social needs. The committee will work closely with the Fine Arts faculty, Public Affairs office and other groups responsible for particular events or with overall responsibilities for which public events are important.

Membership: Events Coordinator, three members of the faculty and a student representative from the Student Activities Board. Of the faculty members, at least two should be teaching faculty, with one usually from Fine Arts.

Section III. Marketing

The marketing of an event is the primary responsibility of the sponsor. The Public Affairs office is available to be of assistance with the publications (events brochure, posters, programs, tickets, etc) for an event and the marketing through local media (press releases, newspaper ads, etc).

A. Marketing an event through publications

Publicity. Sponsors should arrange that events be publicized on the campus at least one week in advance through the college's regular means for communicating with faculty, students and staff. Sponsors are encouraged to announce events in *Around the Heart* which is distributed by a daily e-mail message to campus listservs, a blog at the Web site and a weekly printed edition.

Publicity off-campus, for public events, should be coordinated through the Coordinator of Events, who will involve the office of Public Affairs as appropriate.

Around The Heart - Information about events not listed in the semester's Events Brochure submissions can be sent to aroundtheheart@earlham.edu. Submissions should only include title of event, location of event, time of event, contact person and ticket information. Around the Heart is e-mailed daily and printed weekly; it is available at www.earlham.edu/aroundtheheart/.

Events Brochure -- The Events Brochure is the College's public calendar of events for each semester. The brochure is mailed one month before each semester starts. Requests for Events Brochure submissions occur by mid semester of the fall and spring semesters for the following semester's events.

When an event is listed in the public Events Brochure all submissions for the newsletter, Around the Heart and press releases will be the responsibility of Public Affairs. For additional information not stated in the Events Brochure to be used for marketing the sponsor must contact Public Affairs at least four weeks prior to the event.

Posters – Contact the Public Affairs office at least six weeks prior to an event with all the pertinent information not contained in the Events Brochure. *The Office of Events can provide a listing of sites in the community that accept campus posters.*

Press Releases – For events not listed in the Events Brochure, submit the press release form that can be found at <http://www.earlham.edu/%7Epublicaf/office/prform.html>. The press releases will be sent to area news agencies and radio stations three weeks prior to the event.

Web Events Calendar – Once the sponsor has received confirmation of the space reservation then submissions to the Web Events Calendar can be made to the Web Calendar Editor at ext. 1581.

Programs – If your event requires a printed program, make arrangements with Public Affairs at least six weeks in advance.

B. Other marketing opportunities

- Local radio community calendar listings
- Ads on local access channel/Whitewater TV

- Personalized letters to targeted patrons
- Earlham Word ads and articles
- Earlham Dining Hall Saga signs
- Local school e-mails
- Indiana Arts web sites
- Way Net web calendar
- Local Service organizations mailing lists

The Office of Events can provide specific information on these and other marketing opportunities

Section IV. Supportive Departments and Personnel

Instructional Technology and Media (<http://www.earlham.edu/~mrc/>, Ext. 1314)

- The office of Instructional Technology and Media offers all support for media needs to the College.
- All media needs for events must be requested at least 48 hours prior to an event.
- The Media Release form must be signed no later than 24 hours prior to the event.
- Network access arranged through Computing Center
- Additional fees may be issued for use of media equipment and supportive personnel

Housekeeping (Contact Housekeeping Supervisor at ext. 1679 or email, housekeeping@earlham.edu)

- Set-ups or strikes (tables, chairs, etc) for events may incur additional housekeeping fees, please provide your budget center and account code information.
- Special events needs are to be OK'd by the housekeeping supervisor. As example: Weekend event set up, Homecoming, Parents Weekend, etc.

Maintenance (http://www.earlham.edu/%7Esas/reslife/work_request.html)

- Maintenance is available for special set ups of equipment not available on site for an additional set up and strike fee. See "Available Earlham Facilities" section for a listing of available on site equipment. Please provide your budget center and account code information.
- Work order requests of Maintenance can be made at http://www.earlham.edu/%7Esas/reslife/work_request.html or by calling the ext. 1315.

Earlham Food Service (Dining Hall contact Food Service General Manager, and for Catering contact Catering Manager ext. 1379)

Sodexo has an exclusive contract with Earlham College to provide catering for all events held on campus. No outside caterer is allowed on campus unless Sodexo declines to provide the service. Groups of fewer than 10 participants are exempt from this policy.

Planning a Catered Event Highlights

- Have confirmation of the room reservation before contacting Sodexo.
- Select the menu
- Minimum of (4) days is needed for functions of 25 people or less
- Minimum (10) days is needed for larger functions
- A guaranteed number of guests is required 48 hours prior to your function
- Cancellations must be made forty-eight hours (48), in advance of the function; failure to do so will result in being charged for the entire function.
- Location; some events may result in additional charges due to difficulty of food and equipment delivery.
- All quoted prices include all necessary equipment and support for an event.
- Special Diets; Sodexo will be happy to accommodate special diets (diabetic, low fat, lactose, vegetarian or vegan meals) with 48 hours advance notice prior to your event.

Campus Safety and Security (<http://www.earlham.edu/%7Esas/security/>, ext. 1400)

- Security is to be involved and notified of all major events occurring on campus.
- Security is the department to contact in case of an emergency. All public spaces on campus have an accessible phone available to contact Security in case of an emergency by dialing ext. 1400.
- Some events occurring out of doors require a sound permit. The Security Office has all the necessary forms for one to secure a permit.

Accounting (Accounts Payable ext. 1270)

All events requiring honoraria or equipment rental require a check. A check warrant with a signed (fax signature okay) IRS Form W-9 (Request for Taxpayer Identification Number and Certification) must be submitted at least two weeks prior to the event for proper payment. The person arranging an event is responsible for the check warrant and Form W-9 (W-9 not required if the performer is an Earlham student, faculty or staff member).

Checks are produced weekly. Invoice or check warrant, along with signed Form W-9 must be delivered to the Accounts Payable office by 5PM on Monday for a check to be issued on Wednesday. If the check is to be returned to you, please indicate that on the check warrant under "Additional Routing Information". We cannot issue a check before we have the signed Form W-9 in hand.

Earlham Bookstore (www.earlhambookstore.com, ext. 1310)

The Earlham Bookstore is available to sell performer's merchandise for an event. The Bookstore needs to be contacted with the following information a minimum of four weeks before an event, if you would like them to have a table with the artist's work available for purchase:

- Location and time of event
- Permission from performer to sell merchandise
- Is the performer providing the merchandise or should the Bookstore order it through normal channels? In the former, the Bookstore needs contact information of the supplier.
- How many attendees are expected?
- Will there be an opportunity for the performer to autograph the merchandise?
- Will the presentation be based primarily on a specific work?

Transportation (ext. 1345)

One begins the reservations for vehicles process by calling ext. 1345 to determine the availability of vehicles. A vehicle request form must be submitted at least one week in advance to confirm the reservation.

- Earlham sponsored events can request the use of Earlham owned vehicles, a fee is attached to the use of the vehicle
- All drivers must be registered with Security prior to use of an Earlham vehicle.
- Student driver shall complete drivers training (vans only) course conducted by Security personnel before they are certified to drive a college owned vehicle.
- Weather advisories may result in the denial of van/car usage
- All occupants of college owned vehicles shall wear seatbelts at all times
- Student drivers will normally be limited to a radius of 80 miles from Richmond.
- The Director of Campus Safety and Security may revoke operators driving privileges.

- The issuances of Earlham vehicles are on a predetermined priority list: (the priority list is for trips scheduled 30 or more days in advance. For trips with less than a 30-day notice, college owned vehicles will be on a first-come; first-served basis.
 - 1) Class activities led by a faculty member driving
 - 2) Athletic teams
 - 3) Service learning activities
 - 4) Other administrative and teaching faculty trips
 - 5) Student activities with faculty member driving
 - 6) Student activities with no faculty member driving
 - 7) Rentals to affiliated groups, e.g. ESR, Bethany, Clear Creek, etc.
- If an Earlham vehicle is not available then Security has available a listing of recommended vehicle rentals in the area. Earlham College Departments and Summer Programs are required to make their own arrangements for car and van rentals.

Housing

A list of recommended hotels with which the College generally does business is available in the Office of Events

Institutional Advancement (ext. 1313)

The Office of Institutional Advancement needs to be aware of and part of all fund-raising initiatives, including retirement dinners or functions associated with gifts to scholarship funds or other funds.

Recommended Florists

The Office of Events has a list of the recommended florists in the area which the College generally does business

Section V. Employee Sponsored Non-Earlham Event/s

This pertains to events being sponsored by Earlham employees, which receive no direct support from the College in terms of funding, marketing, etc.

Employees seeking to sponsor a non-Earlham event require a statement of approval from the Coordinator of Events.

- Earlham employees may obtain use of Earlham space, scheduling allowing for non-Earlham sponsored events for a nominal user fee of \$25.00. This fee covers the basic housekeeping of the space. Additional charges will be billed to the sponsor in the case of special needs pertinent to the event, excessive cleaning or facility damages related to the event.
- Additional fees will be assessed for necessary event personnel such as: event manager, facility manager, additional support staff, media resources, dining services, house manager, stage manager, maintenance, and security.
- During the Academic year the Coordinator of Events will assist, advise and confirm with a sponsor all events not sponsored by the College.
- All sponsors are expected to adhere to the same basic principals of event planning as one does for Earlham sponsored events.
- Sodexo Management Services has an exclusive contract with Earlham College to provide catering for all events held on campus. No outside caterer is allowed on campus unless Sodexo declines to provide the service. (Exception – for groups of fewer than 10 participants.) Sodexo's fees are in addition to the billing for the personnel and Earlham equipment usage fees.

Section VI. Available Earlham Facilities: Priorities, Usage and Inventory

Space Usages Priorities for the use of Earlham space programming:

- 1) Community wide programming
- 2) Academic related meetings, performances, and presentations
- 3) Co-curricular groups
- 4) Outside groups – Earlham and /or Quaker related
- 5) Other outside groups – non-Earlham and/or Quaker related.

Athletic and Wellness Center

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar’s office at ext. 1515

For all other locations and time periods contact Facility Manager at ext. 1731

<p><u>Alumni Council Room</u> Capacity 6 Eraser board, screen opaque, tv/vcr</p> <p><u>Mezzanine</u> Capacity 75 Reception Space Only</p> <p><u>*Room 2225A (Brumfield Classroom)</u> Capacity 39 Flexible Chairs w/ table arms Screen, network, overhead</p> <p><u>*Room 2225B (Brumfield Classroom)</u> Capacity 31 Flexible Chairs w/ table arms Screen, network, data projection, tv/vcr</p> <p><u>*Room 2240 (Rushton Classroom)</u> Capacity 26 Tables & Chairs in Open Square Screen, network, overhead, data projection, tv/vcr</p>	<p><u>Druley Hall of Fame Room</u> Capacity 16 Restricted Use Food allowed per special request</p> <p><u>Bailey Concourse</u> Capacity 160 Buffet style, special permission only Food allowed</p> <p><u>Gym</u> Capacity 500/Buffer style, special permission only Capacity 1900, Concert/Lecture, special permission only Network</p> <p><u>Observation Room</u> Capacity 48 Lecture, buffet or banquet style Network, food allowed</p>
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Carpenter (Building Inventory/2-6 foot tables, 2-8 foot tables, 10 folding chairs, 4 Earlham chairs)

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar’s office at ext. 1515

For all other locations and time periods contact Runyan Center Desk at ext. 1587

<p><u>*Room 211</u> Capacity 50 Flexible Chairs w/ table arms Screen, network</p>	<p><u>*Room 315</u> Capacity 43 Flexible Chairs w/ Tablet arms Screen, network, overhead, tv/vcr</p>
<p><u>*Room 212</u> Capacity 55 Flexible Chairs w/ table arms Screen, network, overhead</p>	<p><u>*Room 316</u> Capacity 22 Tables & Chairs in Rectangle Network, overhead</p>
<p><u>*Room 213</u> Capacity 39 Flexible Chairs w/ table arms Screen, network, overhead, tv/vcr</p>	<p><u>*Room 320</u> Capacity 51 Flexible Chairs w/ Tablet arms Screen, network, overhead</p>
<p><u>*Room 214</u> Capacity 37 Flexible Chairs w/ table arms Screen, network, overhead, tv/vcr</p>	<p><u>*Room 321</u> Capacity 32 Flexible Chairs w/ Tablet arms Screen, network, overhead, tv/vcr</p>
<p><u>*Room 220</u> Capacity 41 Flexible chairs w/ tablet arms Screen, network, overhead, tv/vcr</p>	<p><u>*Room 322</u> Capacity 62 Flexible Chairs w/ tablet arms Screen, network, overhead</p>
<p><u>*Room 221</u> Capacity 10 Table, chairs Screen, network, overhead</p>	<p><u>*Room 323</u> Capacity 16 Tables & Chairs Network</p>

Goddard Auditorium

Capacity 661, 4 handicap spaces

Tech specs and CAD drawings available in the Office of Events, screen, network, data projection, tv/vcr, hearing assistance devices, 2 - 6 foot tables, 2 - 8 foot tables, 2 folding chairs, lectern with Earlham seal, 7 foot Steinway, performance piano bench, percussion mats, accompanist table, 4 Earlham chairs

Dennis

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar’s office at ext. 1515

For all other locations and time periods contact Runyan Center Desk at ext. 1587

<p><u>*Room 110 (Lecture Hall)</u> Capacity 161 Pull down chair with tablet arms Screen, overhead, data projection, tv/vcr</p> <p><u>*Room 120</u> Capacity 32 Stools with backs Screen, network, overhead</p> <p><u>*Room 209</u> Capacity 18 Chairs around rectangle table Network, overhead</p> <p><u>*Room 214</u> Capacity 43 Chairs with writing arm Screen, network, overhead, tv/vcr</p> <p><u>*Room 220</u> Capacity 40 Chairs with writing arm Screen, network, overhead</p> <p><u>*Room 224</u> Capacity 42 Chairs at computers Screen, data projection</p>	<p><u>*Room 231</u> Capacity 20 Chairs around rectangle table Screen, network, overhead</p> <p><u>*Room 305</u> Capacity 23 Chairs around rectangle table Screen, network, overhead</p> <p><u>*Room 305 A</u> Capacity 92 Chairs and couch Screen, network, overhead, tv/vcr</p> <p><u>*Room 314</u> Capacity 14 Chairs at tables Screen, network, overhead, tv/vcr</p> <p><u>*Room 324</u> Capacity 22 Chairs around square table Screen, network, overhead</p> <p><u>*Room 14</u> Capacity 44 Pull down chair with tablet arm Screen, network, overhead</p>
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Earlham Hall

For all reservations contact Runyan Center Desk at ext. 1587.

Dining Hall

Capacity 344

Round tables and chairs, dance floor, fireplace

TV/VCR

Friends Room

Capacity 125

Long tables and chairs

TV/VCR

Landrum Bolling Center (LBC) (Building Inventory: 2 tables per floor, 3 coat racks, 2 folding chairs and portable lectern with Earlham seal)

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar’s office at ext. 1515

**For all reservations contact President’s Office at ext. 1211

For all other locations and time periods contact Runyan Center Desk at ext. 1587

<p>**Room 101 (Richmond Room) Capacity 60 6-4 top squares, 6-6 top rounds Screen, network, overhead, data projection tv/vcr</p> <p>*Room 103N Computer Lab Screen, network</p> <p>*Room 103 Screen, network</p> <p>*Room 105 (Loose Lecture Hall) Capacity 150 Pull down chair w/tablet arm Screen, network, overhead, data projection, tv/vcr</p> <p>**Room 106 Capacity 14 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 107 Capacity 16 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 124 Capacity 28 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr, Distance education technology</p> <p>*Room 201 Capacity 40 Tables & Chairs in Rectangle</p>	<p>*Room 208 Capacity 40 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 211A Capacity 25 Chairs W/tablet arms Network, data projection, tv/vcr</p> <p>*Room 211B Capacity 25 Chairs w/tablet arms Network, data projection, tv/vcr</p> <p>*Room 212 Capacity 27 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 214 Capacity 20 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 224 Capacity 16 Tables & Chairs in Rectangle Screen, network, data projection, tv/vcr</p> <p>*Room 226 Capacity 10 Couch/chairs, Screen, network, data projection, tv/vcr</p> <p>*Room 317 Capacity 24 Tables & Chairs in Rectangle Screen,</p>
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<p>Screen, network, data projection, tv/vcr</p> <p><u>*Room 309</u></p> <p>Capacity 11</p> <p>Chairs and tables</p> <p>Screen</p> <p><u>*Room 315A</u></p> <p>Capacity 25</p> <p>Chairs w/tablet arms</p> <p>Screen, network, data projection, tv/vcr</p> <p><u>*Room 315B</u></p> <p>Capacity 25</p> <p>Chairs w/tablet arms</p> <p>Screen, network, data projection, tv/vcr</p> <p><u>*Room 316</u></p> <p>Capacity 28</p> <p>Tables & Chairs in Rectangle</p> <p>Screen, network, data projection, tv/vcr</p>	<p>network, data projection, tv/vcr</p> <p><u>*Room 326</u></p> <p>Capacity 12</p> <p>Tables & Chairs in Rectangle</p> <p>Screen, network, data projection, tv/vcr</p> <p><u>*Room 327</u></p> <p>Capacity 32</p> <p>Tables & Chairs in Rectangle</p> <p>Screen, network, data projection, tv/vcr</p> <p><u>*Room 328</u></p> <p>Capacity 14</p> <p>Tables & Chairs in Rectangle</p> <p>Screen, network, data projection, tv/vcr</p>
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Lilly Library

For all reservations contact Lilly Library at wilsoje@earlham.edu or ext. 1269, Mon – Fri, 8:00 a.m. – 12:00 p.m.

Room 215

Capacity 6

Meeting style w/table & chairs, chalkboard

Room 232

Capacity 10

Meeting style w/table & chairs, chalkboard

Room 304

Capacity 15

Meeting style w/table & chairs, chalkboard

Wireless

Room 317

Capacity 6

Meeting style w/table & chairs, chalkboard, wireless

Room 328

Capacity 10

Meeting style w/table & chairs, chalkboard

Runyan Center (Building Inventory 6 foot grand piano)

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar's office at ext. 1515

For all other locations and time periods contact Runyan Center Desk at ext. 1587

<p><u>Orchard Room</u> Capacity 80/Lecture Style Capacity 100/Reception Style Capacity 96/Banquet Style 4 couches, 26 stuffed chairs, 4 side tables, 12 roundtables, 96 folding chairs Screen, network, tv/vcr</p> <p><u>Comstock Room Inventory/Dance floor</u> 3,000 sq feet Capacity 200/Banquet and Lecture style Capacity 166/Served meal Network</p> <p><u>*Room 001/Art Seminar</u> Capacity 26 Table/chairs, restricted use only Screen, overhead, tv/vcr</p> <p><u>*Room 117 (Ensemble)</u> Capacity 50 Flexible chairs w/tablet arms, 2 long tables, piano Screen, overhead, tv/vcr</p> <p><u>*Room 100 (Hancock)</u> Capacity 120 Benches, chairs in semi-circle, piano, 1 table, reception area in lobby Screen, tv/vcr</p>	<p><u>Wilkinson Theatre</u> Capacity 325 Bench seating Overhead</p> <p><u>*Room 007</u> Capacity 17 Tables and chairs random, dance floor, upright piano Screen, tv/vcr</p> <p><u>Main Coffeeshop</u> Capacity 70 meeting style Varied type seating, bench and tables, upright piano TV/VCR</p> <p><u>North Coffeeshop</u> Capacity 10 meeting style Table and chairs TV/VCR</p> <p><u>South Coffeeshop</u> Capacity 10 meeting style Table and chairs</p> <p><u>Balcony</u> Capacity 20 meeting style Tables, benches, and chairs Data projection, TV/VCR</p>
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Stanley Hall

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar’s office at ext. 1515

For all other locations and time periods contact Runyan Center Desk at ext. 1587

<p><u>*Room 35</u> Capacity 67 Chairs attached to tables Screen, overhead, data projection, tv/vcr</p> <p><u>*Room 45</u> Capacity 35 Chairs at tables Screen, overhead</p> <p><u>*Room 169</u> Screen</p> <p><u>*Room 269</u> Capacity 35 Chairs w/arms Screen, overhead, tv/vcr</p> <p><u>*PC Lab</u> Capacity 36 Chairs at computers Screen, overhead, data projection</p>	<p><u>*Room 122</u> Capacity 19 Chairs at micros Screen, overhead, tv/vcr</p> <p><u>*Room 124</u> Capacity 31 Chairs at tables Overhead</p> <p><u>*Room 134</u> Capacity 26 Chairs at tables Screen, overhead</p> <p><u>*Greenhouse</u> Capacity 8 Around table Screen, overhead</p>
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Stout Meetinghouse/Not available Sundays from 7:00 a.m. – 1:00 p.m.
(Building Inventory/grand piano, 2 reception tables, coat racks)

* To make reservations Monday - Friday for the hours of 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. during academic year contact Registrar's office at ext. 1515

For all other locations and time periods contact Runyan Center Desk at ext. 1587

*Library

Capacity 15

Living Room style

Screen

Main Meeting Room

Capacity 250

Bench seating

Wymondham Room

Capacity 12/Meeting style w/table & chairs

Capacity/50, reception style

For all computer labs contact Wildman Science Library at ext. 1245, Monday – Friday, 8:00 am. – 12:00 p.m.

Additional equipment information:

Piano's

Requests for the use of any College piano is given by the music department. Individuals/groups using music department pianos are expected to reimburse the music department for tuning BEFORE any performance takes place and, if necessary, repair of piano(s) after use. The College has a contract for piano technician with the understanding that all groups, both inside and outside the College, using Earlham pianos will use him at the same rate quoted to the College. For more specific details on the use of Earlham pianos please contact the Music Department Convener.