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1. Introduction (READ THIS SECTION!!!)

Welcome to the *Artists' Palette*—your one-stop resource for starting an arts group, planning an arts event, finding out about other arts events, and pretty much anything else arts-related you want to do. In it, you will find updated policies and procedures, important contact information, advice, tips and tricks, and a wealth of other resources. The rest is up to you!

Throughout this guidebook, we will make several references to particular people who can help you achieve your goal, no matter how large or small. Three of the most important are:

- **Emma Yarbrough**, 2011-2012 Rosemary Magee Intern in the Arts at Emory 404.727.5674, artsintern@learnlink.emory.edu
Nicholas is the new Arts Associate and is a great resource for you if you have a new idea or want to start a new group on campus. He serves as a liaison between students, administrators and faculty.
- **Andrea Lentz**, Manager of Meeting Services
404.727.5355, alentz2@emory.edu
Andrea is in charge of Meeting Services at Emory University; she can help you figure out where best to have your event or exhibition on campus. Her office is located inside the DUC.

This reference guide will continue to grow as we gain experience, and we invite anyone with suggestions, improvements, or additions to contact us and let us know (please email Becky Herring). We hope you find this resource helpful and wish you the best of luck as you work to add your part to the Arts at Emory

2. What Kinds of Arts Groups Exist on Campus?

In this section, you will find information on various Emory University arts groups. The first section contains faculty-directed groups – those that are run by a department on campus. The second section contains groups that are student-directed; while they may work closely with a department or departments, they are autonomous and completely student-organized. The third section contains a letter from a past Student Government Association (SGA) president that will answer the question, “How do I start my own arts group?,” as well as the SGA bylaws for chartering an on-campus group.

A. Faculty-Directed Groups

Art History

The Architecture Club (TAC)

Meets irregularly throughout the year, with guest speakers including Emory students who have participated in the Career Discovery Program and Emory alumni currently enrolled in graduate schools of architecture or working as architects in Atlanta. Occasionally this group takes field trips to Atlanta firms or architectural sites of interest, and in the Fall semester there is a workshop on portfolio preparation for those applying to architectural schools. Faculty advisor: Prof. Judith Rohrer.

The Art History Club (AHC)

Informally organized in Spring 2007, with plans to be chartered soon, this group aims to build community within the Art History department through information sessions about study-abroad programs, the Honors program, career opportunities, also museum visits and faculty/student events. Look for the AHC t-shirt on campus! Faculty advisor: Prof. Dorothy Fletcher.

Dance

For information on auditioning for dance companies, visit the department website at www.dance.emory.edu, or call 404.727.7266

Emory Dance Company

Undergraduate company that presents fall and spring concerts of work choreographed by faculty, students, and guest artists.

Emory Dance on Tour

Undergraduate group that tours schools, community groups, and venues (spring only).

Music

For information on joining music groups, visit the department website at www.music.emory.edu, or call 404.727.6445.

By Audition (some prior training required):

- *Emory Chamber Ensembles*: Includes trios, quartets, quintets, and septets of different instrumentations.
- *Emory Concert Choir*: Select mixed vocal ensemble that tours the U.S. and Europe.
- *Emory Early Music Ensemble*: Performs Renaissance and early Baroque music on period instruments.
- *Emory Jazz Combos, Ensembles, and Big Band*: Modern and classic jazz.
- *Emory Percussion Ensemble*: Performs an eclectic mix of advanced contemporary repertoire for traditional and world percussion.
- *Emory Symphony Orchestra*: 90-member ensemble performing great works from the repertoire.
- *Emory Wind Ensemble*: Select ensemble dedicated to the study and performance of literature for wind bands.
- *Emory Guitar Ensemble*: Classical guitar ensemble that studies and performs music for guitar duos, trios and quartets. Repertoire includes music from the Renaissance, Baroque, Classical, Romantic, and 20th and 21st centuries.

No Prior Training Required:

- *University Concert Chorus*: Large mixed choir performing the *Festival of Nine Lessons and Carols* and other concerts.
- *Gamelan*: Focuses on the principle music of Java and the traditions of Indonesian culture and history.

- *Emory Women's Chorale*: 50-member female vocal ensemble that performs throughout the year

Sacred Music

For information on sacred music groups, call 404.727.6445.

Theater

For information on auditioning, call 404.727.6463, or visit the Theater Emory Learnlink conference and look under the "Auditions" subconference.

Theater Emory

Presents professional and student productions developed from new works and classics. Operates under an agreement with Actors Equity Association, the union of professional actors and stage managers in the U.S.

Playwriting Center of Theater Emory

Works to promote the art of playwriting through workshops, readings, semi-stagings, and seminars. Contact Lisa Paulsen (lpaulse@emory.edu) for more information.

B. Student-Directed Groups

Activities and time commitments among student groups vary considerably. Regardless of what group you want to join, members will certainly appreciate your interest and contributions! If you have any trouble finding or contacting a particular group, contact Arts Associate Nicholas Surbey.

MULTIDISCIPLINARY

Dark Tower Project

Through co-sponsored events with other universities, colleges, and artistic organizations in Atlanta, DTP uses various forms of artistic expression (spoken word, visual art, music, etc.) to inspire social change. For more information, contact Christine Fleury on Learnlink.

Indian Cultural Exchange (ICE)

Emory University's Indian Cultural Exchange (ICE) was founded in 1989 as an organization serving those of Indian origin, as well as anyone who identifies with India culturally, socially, or philanthropically. Its complete mission involves exposing members of

both the Emory community and the Atlanta area to the social and cultural achievements of India and its people. As one of Emory's largest student-run organizations, ICE plans social and cultural events throughout the year bringing awareness to the expression of Indian culture. These include a South Asian Awareness Week, Diwali, Holi celebration, discussion panels, open mic "chai" houses, guest speaker lecture series, philanthropic efforts, as well as socials with other South Asian groups on campus. For more information visit <http://www.students.emory.edu/ICE/>.

Minds on Mic

The sole purpose of Minds on Mic is to bring life here to the arts scene at Emory by offering a platform of expression that anyone has access too while also helping the community. With a focus on spoken word poetry, the organization is more than open to all different forms of art. Whether you want to play your new musical masterpiece or display some of your artwork, there is a place for that. Minds on Mic aims to create an atmosphere filled with comfort and support. Additionally, at every show there is a donation box, 25% of which goes to a local Atlanta charity. Members also work to not only revive life to the arts here at Emory, but in the hearts of young children as well. By going into local Atlanta schools, Minds On Micicians are playing their role in teaching our future about art and life. So come be part of something special. Come be part of Minds on Mic. Great Poets. For more information contact Daniel Weingarten on Learnlink.

The STIPE Society

This honor society is dedicated to promoting the arts on campus. It is comprised of students who excel in arts of all disciplines and organizes Arts Week in the spring. STIPE also produces Apogee, an interdisciplinary journal, organizes the semi-annual Arts Soiree (featuring faculty, administration and arts staff, and student artists), and sponsors many other events that change each year. See Honors and Awards (p. 42) for more information or email Jareen Imam on Learnlink.

DANCE

ACES (Association of Caribbean Educators and Students) Dance

Shares Caribbean culture with the Emory community through dance and regular programming and serves as a support group for Caribbean students. The dance team performs regularly at Emory cultural events. Contact Acantha Abdulla or Christine Fleury on Learnlink for more information.

AHANA (African, Hispanic, Asian, Native American) Dance

Celebrates diversity through performance. If interested, contact Anushka Bharvani on Learnlink.

Apsaras

All girl Indian dance team and the oldest Indian dance team at Emory. The team has specialized in various traditional Indian dance forms through the years; currently, it is a modern Indian dance team combining classical forms and modern style to the beats of famous Bollywood tunes. Auditions are held in the fall semester of every year. If you are interested, please contact Sweta Patel or Nirvi Shah on Learnlink.

Azaadi

Emory's award-winning South Asian male dance team, which performs at many cultural and dance events at Emory, within Atlanta, and nationally. For more information, contact Akash A. Patel or Abhishek Kannan on Learnlink.

Brotherhood of Afrocentric Men (B.A.M.)

This all-male step team and volunteer organization functions to provide a sense of commonality and brotherhood among black men at Emory and throughout Atlanta through community service, cosponsored activities, and cultural performances. Although performances are centered in the African-American experience, freshmen men of all races and ethnicities regularly participate. While participation is open to men of every class, only freshmen can participate in the step team, which performs at various cultural events on Emory's campus and throughout the Atlanta community. For more information, contact Jarvis Dean on Learnlink.

E-motion

Team performing at Emory basketball games and campus events. Learnlink Taylor Sokolowski if interested.

Emory Breakdancing Club and Skeleton Crew

Attends local Atlanta clubs and breakin' events to compete and watch. The Club is open to anyone who wants to learn breakdancing techniques. Members surround themselves in the hip hop community, learning respect for the art and gaining knowledge of the Bboy lifestyle. Skeleton Crew is the elite of the club, chosen from existing Crew members. For more information, contact Benjamin Kasso on Learnlink.

Emory Salsa Club

A club that teaches students how to salsa. Learn from a professional salsa instructor. For more information contact Natalia Valderrama on Learnlink.

Emory Swing Club

Emory Swing Club promotes jazz era social swing dance by providing quality dance instruction through regular workshops and by hosting monthly social dances on campus. The club also acts as an ambassador between Emory students and the larger Atlanta dance community. Open practice and beginner's lessons are held on Wednesday evenings in a location to be determined. Check the website for further information about these meetings and our other events. For more information, visit www.students.emory.edu/swingclub.

Karma

Emory's premiere co-ed Bhangra team combines traditional Indian moves with both modern hip-hop and traditional Bhangra music. They compete at the national and international collegiate level and works to promote the Punjabi culture through dance. For more information, contact Rosie Tang on Learnlink.

NextPhase

This co-ed group of hip-hop dancers regularly performs at the semi-annual AHANA Dance shows. They also make appearances during Cultural Beats in the fall and the Essence of Emory recruitment weekend in the spring. For more information, contact Alexis Kellert on Learnlink.

Ngambika

This all-female step team and volunteer organization serves as a support group allowing African-American women to come together and discuss issues of common interest, work to alleviate social ills,

and participate in programs that increase awareness. Its primary focus is to help with the transition into college life; consequently, only freshmen can participate in the step team, which performs regularly at Emory and Atlanta cultural events. Sophomores compose the executive board. Although performances are centered in the African-American experience, freshmen women of all races and ethnicities regularly participate. For more information, contact Olubukunola O. Adebo or Kendell Raney on Learnlink.

Panache

All-female competitive dance group with the mission to incorporate various styles of dancing, adding flair to each move. Panache performs at events on and off-campus. For more information contact Rebecca Stump or Bobo Cheung on Learnlink.

Persuasian

Persuasian is an all female hip hop dance crew at Emory that incorporates both the sexy and the swagger. The group was founded in the Spring of 2008 as a small Asian dance team wanting to reach out to the Asian-American community on Emory Campus through dance. However, since then the group has evolved into a dynamic and reputable dance team performing not only at the events geared for Asian students (such as Korean Culture Night and Lunar Banquet), but also main campus-wide events such as Cultural Beats, Essence, and AHANA dance. Persuasian has also performed for the Atlanta community in shows such as Fusion and Kollaboration ATL2. Persuasian hopes to grow even more in its entertainment to a wide variety of audiences in the upcoming years. For more information contact Ye Y. Kim on Learnlink.

SaRaas

Co-ed Indian competitive dance team. For more information contact Aman Ali on Learnlink.

Sitara

South Asian female dance team that practices a wide variety of dance genres such as modern, jazz, hip/hop, ballet, Indian classical, folk, and film dance. Known for incorporating group choreography and eclectic dance styles with Indian songs, Sitara performs in a number of cultural events and dance competitions at Emory, within Atlanta, and nationally. They have also been recognized as first and second

place winners at the nation-wide southeastern 2002 and 2003 "Aaj Ka Dhamaka" competitions hosted by the University of North Carolina. They have traveled to Orlando and Houston to participate in the South Asian Student Alliance's nationwide competition. At both of these events, they were first place champions. If interested, please contact Movina Nagarajan on Learnlink.

Taal Soul

This combination dance and step team performs yearly, fusing Indian, African, African-American, and Asian dance styles and bringing awareness of cultural similarities. For more information, contact Dolly Patel and Sneha Kemkar on Learnlink.

Tangueros Emory

Explores the art of the Argentine Tango. If interested, contact Adam Stockhausen on Learnlink.

Zeebah

Emory's premiere and only Persian dance group incorporates diverse styles, including babkaram, kordi, and bhandari. For more information contact Arezoo Risman.

Film

EmoryVision

ETV broadcasts 24/7 student film and video content on channel 53 and www.etv53.com. ETV produces the content by providing all necessary resources to Emory University students - including high definition equipment and experienced personnel. The station also helps to bring Campus MovieFest to Emory and hosts several screenings of student produced content year-round. For more information contact Seth Becker on Learnlink.

Literary

The Alloy

A printed magazine produced by and featuring the work of Emory students. *The Alloy* Reader's Group meets weekly to discuss poetry and prose submissions and vote on their inclusion in the upcoming issue. For more information contact Isabella Sun on Learnlink.

The Black Star

This new publication is a revival of the now defunct *The Fire This Time* and seeks to continue the tradition of journalistic inquiry and curiosity in the black community at Emory and in Atlanta. For more information, visit www.students.emory.edu/blackstar or contact Ian McCall on Learnlink.

Creative Writing Club

A place to share your work, meet other writers, and be critiqued in a friendly, non-threatening environment. All writing submissions accepted (poetry, prose, lyrics etc.). For more information contact Christopher Hyun-Soo Kim on Learnlink or visit www.creativewriting.emory.edu/students/CWClub.html.

The Lullwater Review

Emory's literary journal, featuring exceptional student work alongside the work of more accomplished writers. A group of student readers serves as the editorial board. For more information, contact Anrina Korneva on Learnlink or call their office at 404.727.6184.

Poetry Club

Founded in 2000, the Poetry Club meets every other week. Poetry lovers, including student poets, share in reading and discussing works by established poets, all while munching on snacks. Contact Bruce Covey for more information at bcovey@emory.edu.

Poetry Council

Works to promote the art of poetry on campus. Contact Bruce Covey (bcovey@emory.edu) for more information.

The Spoke

The Spoke is committed to bringing laughter to all aspects of campus life in the form of a humor magazine. Recent issues have included: "Huntin' and Fishin,'" "'teenspoke,'" "Rolling Spoke," "Creative Spoking," and periodic parodies of the other Emory publications. For more information, contact them at spoke@emory.edu or visit www.the-spoke.com.

MUSIC

AHANA (African, Hispanic, Asian, Native American) A Cappella

Celebrates diversity through performance. For more information go to <http://www.myspace.com/ahanaacappella> or contact Garrett Turner on Learnlink.

Aural Pleasure

Emory's oldest co-ed *a cappella* group. For more information, contact Greg DiMattina on Learnlink, or go to www.emoryauralpleasure.com.

Dooley Noted

This group is the newest a cappella group on Emory's campus. Founded in the Fall of 2006, it sings contemporary and popular music, meets and rehearses multiple times a week, and performs at various concerts and events throughout the year, on and off campus. Its first University tour will hopefully be in the Spring of 2007 to promote its first CD, which is scheduled to be released later that year. Auditions are usually held once a year at the beginning of the Fall semester. All are welcome to audition, and while no vocal background is required, it is strongly recommended. Signups for auditions are at the annual student activities fair. For more information, contact Farish Jerman via Learnlink.

Emory Pep Band

Student-run group that performs at Emory athletic and spirit events. For more information contact Jennifer Dilley on Learnlink.

The Gathering

The Gathering is Emory's only all-female *a cappella* group. For more information, or to hire The Gathering for an event, please send a message to The_Gathering@learnlink.emory.edu or contact Shalini Ramachandran on Learnlink.

Mu Phi Epsilon

Music fraternity and honors society. For more information, visit their Learnlink conference (accessible through the Music Department conference), or contact Thomas Daniels on Learnlink.

No Strings Attached

All-male *a cappella* group. For more information, contact Jake Light on Learnlink, or go to www.nsamusic.com.

Voices of Inner Strength

Co-ed gospel and religious music group. For more information, contact Cherae Nash on Learnlink.

WMRE

Emory's student run radio station, broadcasting through campus cable on channel 26 and through the internet, at wmre.fm. For more information contact Geoff Schorkopf on Learnlink.

THEATER

Ad Hoc Productions

Ad Hoc is Emory's oldest theater company and only group focused solely on producing musical theater. Recent productions include The 25th Annual Putnam County Spelling Bee, Urinetown: The Musical, and Little Shop of Horrors. Applications for directors are accepted each spring for the following school year. Auditions are at the beginning of each semester and are announced over Learnlink. To learn more about auditions, technical positions, or design opportunities please email Robert Glade on Learnlink or go to www.students.emory.edu/adhoc.

Alpha Psi Omega

The national theater honor society, recognizing theater leadership and commitment. For information on membership, contact Nicholas Surbey on Learnlink.

Issues Troupe

Acting troupe that performs during New Student Orientation to create awareness of diversity issues. If interested in joining, call the Office of Multicultural Programs and Services at 404.727.6754.

Rathskellar

Emory's improvisation comedy troupe. For nearly 30 years, Rathskellar has entertained the Emory community with shows using a combination of both "short" and "long" form improv. Notable shows include the *Orientation Show* during the first week of classes and the *Senior Show* at the end of the Spring semester. Every year during Spring Break, Rathskellar performs at other universities and high school campuses in cities such as Atlanta, Chicago and New York. Auditions for students to join will be held in September of each year. For information, contact Joshua Izaak on Learnlink.

Starving Artist Productions (SAP)

Starving Artists Productions cultivates the arts at Emory through a variety of performance mediums. SAP provides the student body with theater and film productions, events, and festivals. Recent productions include *Closer*, *The Laramie Project*, and *The Zoo Story*. SAP accepts applications for directors each spring for the following school year. Auditions are at the beginning of each semester and are

announced over Learnlink. For information, contact Geoff Schorkopf on Learnlink or go to www.students.emory.edu/sap

VISUAL ARTS AND FILM

Emory Anime Club

Hosts periodic “anime showings,” featuring artwork and films. For more information contact Stella Spears on Learnlink.

Photo Club

Manages a fully-functional black and white darkroom in the DUC. Paying the \$20 annual dues gives members unlimited access to the room, supervised by the club’s experienced executive board. Members provide their own film and developing paper. No prior experience is necessary: the darkroom supervisors will give you a tutorial and be there to answer any questions you might have. Also sponsors photography-related speakers, holds *Photoshop* and camera tutorials, and co-sponsors events such as the Human Rights Slam and the Arts Soiree with other student groups. Contact Munir Meghjani on Learnlink for more information.

C. How do I Start my Own Arts Group?

If you are only planning on creating a one-time event, there are already many groups available with which you could collaborate.. You could also apply for a grant from the Center for Creativity & Arts. However, if you are really serious about launching a new group that does not fit into any of the groups already listed, here’s how.

i. Becoming a Chartered Group

Letter from the Attorney General:

“Starting a student organization is among the most rewarding and challenging endeavors an Emory student can pursue. It requires initiative, hard work, and a serious time commitment. However, it may be easier than you think. Due largely to the hard work and sound planning of the Emory SGA and other student councils, the process of starting a new organization requires little more than a compelling and original idea, a dedicated friend

or two, and some planning to ensure compliance with the appropriate council and, ultimately, SGA requirements.

The most important criterion is, of course, the originality, viability and appeal of your idea. To this end, both common sense and regulatory requirements necessitate that your new organization not directly overlap with pre-existing student groups at Emory. So you can start by surveying the current group roster for ideas and opportunities for innovation. **(Should a group which encompasses your interest already be in existence, I would strongly urge you to become a part of it. There are already many clubs at Emory; unfortunately, most have far fewer members than they would like. In other words, don't limit your involvement to starting your own group, many excellent ones that would love your participation already exist.)**

Next, you should consider if you have any friends who might be interested in contributing. In my experience having good help from the start can make all the difference in getting your idea off the ground.

The infrastructure of chartering and funding student organizations is well established at Emory and immensely helpful. However, to get the most out of it you will need to fulfill the requirements fully and every step of the way. Get the chartering forms early and start planning on completing them. This, of course, requires you to determine which council you will apply for your charter through. These bodies include the College Council, Media Council, and Sports Council, among others. Each council is meant for different types of organizations and has different requirements; you'll need to learn about them to determine which council is the appropriate body for your group.

Another important measure to take in starting your group at Emory is the creation of a Learnlink conference for your organization. The electronic forms and instructions for doing this are available in the Learnlink information conferences on your Learnlink desktop. Making an effective conference is vital in getting your group established and recognized.

Once the outlines of your new organization are established, you'll need a great group of officers, prudent planning, effective publicity and many other measures in order to see your group through to becoming a perpetually chartered, successful student organization.

I hope that this provides a basic framework for how to go about starting a student organization at Emory. The process is challenging, creative, and highly rewarding. As the founder of two student groups, I can say that this is a process which has greatly enhanced my Emory experience; I hope it will enrich yours as well. Should you have any questions about starting your student organization which this guide does not adequately address please feel free to contact me." - *J.B. Tarter, Former SGA Attorney General*

Chartering Information

Visit <http://www.students.emory.edu/collegecouncil/> to find all appropriate information regarding founding a chartered student group. For bylaws, click on "Governing Documents" and scroll to "Chartering Bylaws". This information will help you start your student arts organization

Budgets and Funding

In order to receive allocated funds for the following fiscal year, each organization must apply for a budget. Your organization MUST have a perpetual charter to be eligible for Student Activity Fee funds. You MUST complete the appropriate and correct process in order to receive an allocated budget. To download the appropriate forms, as well as to find additional information, visit <http://students.emory.edu/SGA/budgeting.html>.

ii.A Note on Non-Chartered Groups:

Sometimes students opt against chartering their groups, for a variety of reasons. Often, a group organized around a single, specific event (such as a play or gallery) will take this route, as will groups that are focused on small, exclusive events (such as a music ensemble or a reading group that has no interest in opening up to the larger campus). Also, a group that wants to begin working right away and avoid the red tape of becoming chartered

may take this route. Whatever the purpose of your group, you may want to consider carefully your reasons for becoming or not becoming chartered.

Non-chartered groups have very limited resources by comparison to chartered groups. If you are not chartered, you cannot reserve some spaces on campus, and you cannot request a budget from SGA. You can still, however:

- *Start a Learnlink conference.* This small act can work wonders for your group, giving you an online space for easy communication and organization. You can make it as inclusive or exclusive as you want, and the cost is free.
- *Ask a department for money.* Most academic departments have small amounts of money that they can give to upstart groups. This will occur on a case-by-case basis, and you will have to show that the money will be spent wisely.
- *Organize and plan events.* There is nothing stopping you from forming a group or organizing events; you just may have to be extra creative in how you do so. Promotion can include approved paper fliers, *Emory Wheel* Ads, sandwich boards, approved table tents, Learnlink ads, and word of mouth. Just be creative!

If you need any assistance, advice, or encouragement, don't hesitate to contact Nicholas Surbey or your professors.

3. How Do I Plan an Arts Event?

Planning an arts event can be one of the most rewarding – and challenging – experiences you will have as a student at Emory. The reward of seeing your hard work pay off in a well-organized production or event is special, and you will learn more about yourself and your capabilities than you ever dreamed possible. In this section, you will find everything you need to know to organize and plan a successful event (from Broadway musicals to small, intimate galleries), including scheduling, funding, promotion, and preparation. Don't hesitate to contact Nicholas Surbey or Andrea Lentz if you have any questions or concerns, and good luck!

THREE QUICK TIPS TO EVENT PLANNING

1) Set your date and reserve your venue early***

Make sure it does not overlap with other arts-related events by checking www.events.emory.edu, www.arts.emory.edu, and Today at Emory (on the Emory homepage)

2) Publicize, Publicize, Publicize!!!

Try not to spam, because an inundation of advertising emails actually decreases the effectiveness of email advertising. Never underestimate the power of word-of-mouth...Hearing that an event is cool from a friend is more effective than another junk email.

3) If you are putting a general call out for art submissions or performers...

Make sure your organization also writes to artists individually. It's a compliment to know that someone wants to see your art, and you'll probably get more submissions that way.

A. What Events are Already Happening?

NOTE: Why is this important? Scheduling your event at the same time as another event can be devastating to both. With all of the events that happen on Emory's campus, finding a time that doesn't conflict can seem a daunting task (and sometimes an impossible one). However, doing your best to make sure your event doesn't conflict with events of the same type or large, campus-wide events is worth the trouble. Also, if you can't find a time to do your project separately, consider connecting it with another event, such as the Founders Week celebrations or Arts Week. Combining events and doing double promotion can actually result in increased participation.

WWW.ARTS.EMORY.EDU This web site has a comprehensive calendar of all arts events on campus that have been submitted to Arts at Emory. This resource will allow you to check out the schedule and figure out a time for your event that doesn't conflict; perhaps more importantly, **you can post your event on this calendar**, so this is a great way to advertise!. See "Advertising on the Arts at Emory Web Site" (p.29) to find out how to get your event publicized here, and contact Nicholas Surbey if you have any questions.

Regular Celebrations and Dates to Know

Best in Show: During Freshman Orientation each year, over 15 student arts groups gather in Glenn Memorial Church to perform a showcase for the new students.

Arts Week: For one week in the Spring semester (usually in March), the STIPE Society organizes daily events that emphasize the arts. Past highlights of the week have included sidewalk chalk contests, staged theater combat, the annual arts soiree, poetry readings, outdoor music at the Cox Amphitheater, and visual art sales and exhibitions.

Campus MovieFest: This student film festival is the largest in the world and was started by Emory students. Small groups have one week to make a film. The winning film from Emory goes on to compete against films from other Georgia universities, and may even move on to the international

competition. Winners also receive cash and other prizes. The Arts at Emory Award for Outstanding Artistic Innovation is a possible prize to win.

Creativity & Arts Soiree: This free event is the kick-off to the Emory arts season. The event features live performances and exhibits from all arts disciplines, hands-on activities like a graffiti wall and calligraphy, light refreshments, tables with information on the Carlos Museum and Libraries, and mingling with arts enthusiasts from around metro-Atlanta.

Cultural Beats: Usually takes place during the first weekend of November, which is also known as Unity Month at Emory. This event showcases various cultural and arts groups on Emory's campus in an effort to promote unity and cultural diversity. Regular participants include B.A.M., Ngambika, Mahadhi Africa, ACES Dance, Emory Swing Club, Tangueros Emory, and other rotating groups. Contact the Office of Multicultural Programs and Services if your group would like to participate.

Founders Week: A week-long celebration in February commemorating Emory's founding. Vocal group performances, improv concerts/events, and chalk contests are some of the many opportunities artists can be involved in.

Human Rights Week: During Human Rights week in February, the School of Public Health and international human rights organizations collaborate with many other organizations to bring human rights-related events to campus. The arts have historically participated in this week, especially the Student Art Corps, the Dark Tower Project, Poetry Council, and Photo Club. These arts organizations have teamed up to organize a Human Rights Poetry and Art Slam, which has featured art and photography exhibits and contests, professional photographers, and a poetry slam featuring both Emory and Atlanta poets.

International Cultural Festival: Occurring in March, this festival features performances, exhibits, booths, and other events focusing on diversity and international cultures. For more information, contact ISSP at 404.727.3300.

Brave New Works This biennial festival of new plays is put on by Theater Emory. It is headquartered at Schwartz's Theater Lab and includes workshops, staged readings, semi-staged readings, new play development, and guest directors. This event is a great opportunity to apply to have your new play commissioned, enabling a student to potentially hire directors, cast students and professional actors, and obtain the other resources needed to develop your play. Contact Rosalind Staib (rstaib@emory.edu), John Ward (jward03@emory.edu), or Lisa Paulsen (lpaulse@emory.edu) for more information.

Lenaia Festival: The Lenaia Festival of New Student Plays is devoted to encouraging student theater. The festival lasts for one week in early April or late March, and culminates in two days of readings and performances. Playwrights submit a 30-page maximum work, which if selected, is given to a student director, who is also given a pool of actors. The company is then given a maximum of 5-10 hours (depending on play length) in which to rehearse their play. Focus is given to allowing the playwright to hear their work "living and breathing" on the stage. Each night finishes with a talkback session, in which a faculty member leads a discussion designed to help the playwright improve their work. For more information, email Lenaia_Festival@learnlink.emory.edu.

Student Activities Fair: During new student orientation each year all arts groups are featured at the student activities fair. Stop by for information on upcoming auditions, events, ways to get involved, and general information.

B. How Do I Plan my Own Event?

i. How do I get funding?

You have the idea and energy for an event, exhibit, or speaker, but you just can't seem to find the money! Read this section to find out where how to get the funding to make your ideas a reality.

We are a Chartered Group...

Write a bill to College Council

- **Supplementary Funding:** if you are a permanently chartered organization, drafting a supplementary funding bill is a great way to apply for partial funding for your event. College Council will fund up to 85% of your needs if they deem your goals and budget appropriate.
- See Section 8 for examples of supplementary funding bills that have passed.

Write a bill to SGA's Fee Interest Committee

- This option applies to the funding of permanent equipment, i.e. equipment that will last at least 5 years.

- See Section 8 for an example of a Fee Interest Committee bill that passed to fund the Photo Club's request for equipment for a darkroom.

Fundraising

Fundraising is a great way to get some much-needed cash. A few ideas to get started on fundraising around campus:

- Bake sale
- Art or CD sale
- T-Shirts
- Sell tickets to an event that you organize

Co-sponsorship

Co-sponsoring an event is a wonderful way to defray the costs and the amount of work that each organization has to do to make an event happen.

- With other clubs: see section 1 for a list of the arts clubs that might want to participate in the event. Additionally, there are many other clubs that might have relevant interests in your event.
- College Council's Co-sponsorship Funding: each month College Council gives one co-sponsorship between at least two chartered student organizations a maximum of \$500 to organize an approved event.

***Stipulations:

- The clubs cannot be not related to each other (Two arts organizations can't team up, but a cultural or political club and an arts club can).
- Only one co-sponsorship is sponsored per month, so get your applications in early!

Contacting Departments at Emory

There are many departments and people at Emory who love to support student-organized events, especially those applicable to their field. Departments have varying budgets, and they will have more money at the beginning of the year than at the end. To request money, write a letter detailing why you need money, the amount you are requesting, and how it will be spent. Some departments also require a flier or other form of advertisement. You will need your account number for them to transfer funds. In any printed materials and at the event, you should certainly

recognize and thank them. See Section 6, “Who’s Who and How to Contact Them” for a list of people who are in charge of their departmental funds.

We are NOT a Chartered Group...

If you are not a chartered group, your financial options are much more limited than if you are chartered. You cannot request money from SGA. You can fundraise, but not in a way connected to Emory University; you must do so on your own. You can also contact departments and ask for money. Contact Nicholas Surbey if you want help learning how to fund your non-chartered group.

CCA Project Grants

Up to \$500 for Emory College undergraduate students. Up to \$1,000 for Emory University graduate students. Up to \$1,500 for Emory College faculty and staff.

The Emory College Center for Creativity & Arts (CCA) stimulates artistic production and discourse through its grant program support of faculty, students, departments, and academic units at Emory College. The CCA welcomes proposals requesting grants to support Emory artists and arts-related projects. Grants are intended to support cultural activities outside of the regular academic responsibility of individuals, departments, or units.

College departments, programs, SGA-registered student groups, individual regular full-time faculty, regular staff, and currently enrolled University students (includes graduate students) are eligible to apply. Grants are to support creative projects that are original in nature. Faculty, students, and staff are encouraged to use the grants as opportunities to experiment and to cultivate new forms of artistic work. They may engage a single art form or a mixture of art forms, and may be exhibited, presented, or performed in on-campus as well as off-campus venues. Grants are awarded biannually for projects that have the potential to engage a wide audience.

Multidisciplinary and interdisciplinary projects, projects focusing on arts and science in the classroom, and projects on the topic of censorship are highly encouraged and will receive priority – these types of projects may build upon collaborative interests between departments, units, faculty or students. Also the maximum grants will be \$500 for undergraduates/student groups, \$1,000 for graduate students, and \$1,500 for faculty and staff.

ii. How do I find a venue?

Choose carefully where you want to have your event and remember to be creative. A place that sounds inappropriate at first may turn out to be a great location – it just may require a bit more creativity! Things to take into consideration:

1. How many people are actively involved in your event? How many attendees do you expect?
2. What kind of event is it? An amped-up alternative rock performance may require a larger space than, say, an unplugged solo cellist.
3. How much money do we have? Some venues require a rental fee; if you are on a budget, you may want to avoid these locations.

Reservation Procedures (note: these procedures can be found online at http://www.emory.edu/DUC/duc_ms/index.htm.)

1. Make reservations as early as possible; at best, a semester prior to the event.
2. Complete a separate reservation form for each event (meeting services only).
3. Make sure you have ALL necessary information:
 - ❑ Date of the event
 - ❑ Expected attendance
 - ❑ Beginning and ending event times
 - ❑ Nature of event
 - ❑ Name of person requesting room
 - ❑ Name and address of sponsoring group or department
 - ❑ Account number of sponsoring group or department (FAS# and sub code)
 - ❑ Name of representative who will be on-site
 - ❑ Estimated set-up needs
 - ❑ Estimated equipment needs
 - ❑ E-mail address

****NOTE FOR THEATER STUDENTS*: A general production handbook exists for theater student organizations, which walks them through a process of mounting a show in a standard linear production process. Some of the information in the handbook is venue specific, but the majority of the material addresses the general process. The handbook can be accessed via Learnlink but is not on the internet. Access to that conference is granted to Theater Emory staff, student theater group officers, and student theater production staff members. Contact Robert Schultz on Learnlink for access to the conference.

VENUES

Cannon Chapel

Visit <http://www.religiouslife.emory.edu/chapel/reservations.cfm> to obtain Chapel Reservation forms, or contact Sonja Jackson (404.727.4449, sonja.jackson@emory.edu)

The Dobbs University Center (DUC)

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm.
- Food can be catered through Emory Dining: 404.727.6411.
- An alcohol request form is required for alcohol-related events.
- Audio-visual can be requested on reservation form.
- Room set-up must be made in advance.
- Event promotion (table tents, balloons, chalking, or grid displays) can be arranged through reservations.
- Changes to reservation must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

<u>Space</u>	<u>Capacity (depending on set-up)</u>
Harland Cinema	198
DUC Down Under	40
Outside Terraces	n/a
Winship Ballroom	213-400
Faculty/Staff Dining Room	80-115
Alumni Dining Room	16-23
Trustees Dining Room	16-23
Coca Cola Commons	1067
220E	30
250E	18
251E	10
355E	45
362E	25
363E	35
413E	10
544E	16

Cox Hall

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, or contact Andrea Lentz at 404.727.5355. For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm.
- Banquet Rooms provide dining room service for coffees, breakfasts, lunches, and receptions.
- Food can be arranged through campus dining: 404.727.6411
- Student organizations may reserve Cox Hall for fundraising events and late night parties.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

<u>Rooms</u>	<u>Capacity</u>
<i>Cox 1</i>	40
<i>Cox 2</i>	30
<i>Cox 3</i>	40

<i>Cox 4</i>	260
<i>Dekalb</i>	16
<i>Banquet Hall</i>	500
<i>Foyer & 1-3</i>	125

Academic Buildings

- Space in academic buildings can be reserved for events and activities.
- To reserve space, call Meeting Services at 404.727.5354 or go to http://www.emory.edu/DUC/duc_ms/index.htm.
- Available: Mon. – Fri., 6:00 p.m.-Midnight
Sat. – Sun., 8:00 a.m.-Midnight
- Arrange room set-up through Facilities Management: 404.727.7463
- For Media Scheduling and audio-visual equipment, call: 404.727.6853
- Special Parking Concerns: 404.727.PARK
- To reserve space before 6:00 p.m. weekdays, contact the College Office: 404.712.8498.

<u><i>Building/Room</i></u>	<u><i>Capacity</i></u>
Atwood Chemistry	
240	68
360	164
Callaway Building	
C101	46
C203	28
S101	23
S102	27
S103	35
S104	16
S105	36
S109	20
N109	20
N116	22
Candler Library	
101	30

114	40	
119	12	
120	12	
121	20	
122	20	
123	20	
124	20	
Emerson Hall		
101	18	
102	22	
103	18	
504	19	
Geosciences Building		
105	42	
107	30	
303	184	
Glenn Church School		
208	60	
404	40	
408	20	
409	40	
420	30	
421	20	
422	45	
Fellowship Hall	250	
Little Chapel		100
North Decatur Building		
107	31	
108	16	
109	30	
110	9	
111	28	
112	28	
Rich Building (non-Theater)		
104	42	
107	25	
108	42	
211	42	
Memorial	19	

White Hall	
101	123
102	65
103	65
110	65
111	65
112	90
205	120
206	120
207	120
208	275
Lobby A	50
Lobby B	40
Lower Lobby	30

Residence Halls

How:

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404/727-5354 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Woodruff Library

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5354 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The Jones Room

(Only open to events sponsored by academic departments)

Capacity: seating for 115

Contact: Joyce Piatt, 404.727.0134, libjag@emory.edu
Cost: \$100.00 charge

WHSCAB

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm
- Food can be catered through Emory Dining: 404.727.6411.
- An alcohol request form is required for alcohol-related events.
- Audio-visual can be requested on reservation form.
- Room set-up must be made in advance.
- Event promotion (table tents, balloons, chalking, or grid displays) can be arranged through reservations.
- Changes to reservation must be made by noon the business day prior to the event.

Glenn Memorial Church

- Please refer to Planning Your Event at Glenn on the meeting services website, or stop by their office for a copy.
- This space functions as a church and may not be suitable for all events.
- No eating or drinking allowed.
- A/V support and lighting: 404.727.9200
- Staging and custodial: 404.727.4463
- Musical equipment rental: 404.727.6691.
- Capacity: 1200.

Michael C. Carlos Museum

(contact: Jim Warren 404-727-0516 or jwarre2@emory.edu)

Web site information:

<http://www.carlos.emory.edu/INFORMATION/facility.html>

Pricing:

Prices change annually, and prices for outside-Emory parties are listed on the website. However, for more specific information, please contact Leigh Burns. Some exceptions are listed below.

- *Emory affiliates get a 50% off discount
- *Additional fee exceptions can be made based on availability, time of year, sponsorship, and level of academic participation
- *At-cost prices are sometimes permitted

Reception Hall:

This beautiful space features floor-to-ceiling windows, chandelier lighting, state-of-the-art audio-visual equipment, and a Steinway grand piano. The rental fee includes security, tables and chairs, and parking.

Capacities:

- Dinner/dance: 100
- Seated Event: 130
- Auditorium: 200
- Reception: 300

Entire Museum:

(including the reception hall, Museum, and Caffè Antico)

Capacity: 800

Caffè Antico:

Seated Event: Capacity 40

Reception: Capacity 50

Board Room

Meeting Space: Capacity 30

Performing Arts Studio (PAS)

This large space is generally used by the Music Department and Dance Program. It has a sprung floor for dance, so if a theater group or other event wants to use it, they either cannot put down any furniture, or they must get something to cover the floor.

Contact: Dave Clements, 404.712.4182,
djcleme@emory.edu

Seating: 250

Burlington Road Building (1804 North Decatur Rd.)

As one of the three black box theater labs on campus that can stage a full production, this theater is usually booked for Ad Hoc, Starving Artists

Productions (SAP), or AHANA Theater at least a year in advance. It is usually the only full-production space available to student groups, as the Mary Gray Munroe Theater is normally booked by Theater Emory.

Contact: Doris Muellner, dmuelln@emory.edu

capacity: 60-70

Available equipment: Backstage, lighting, sound booth

Mary Gray Munroe Theater

This space in the DUC houses two full production theater labs. The space is usually filled by Theater Emory, and while occasionally student groups may use either space, it is the exception rather than the rule.

Contact: Robert Turner, 404.727.2871, rturner@emory.edu

MI: A large black box theater

Capacity: 120

MII: A small studio theater space

Capacity: 70

The Rich Building (Theater Spaces)

You could stage a reading or event here, but you can't mount a full theater production. However, you may reserve classrooms for rehearsals as well (priority goes to theater groups). For more information, contact Doris Muellner (404.727.6463, dmuelln@emory.edu).

Rich Studio (Dance)

The Rich Building Studio may be reserved by Dance majors and minors for rehearsal. It requires a personal numeric code to enter which can be acquired in the Dance Program office in the Rich Building. Below are the rules and guidelines.

STUDIO RULES

- No shoes
- No food or drink
- Restore studio to its original condition upon leaving
- You may sign up for two hours (maximum) at one time
- Do not sign up for more than two, 2- hour blocks per week
- Failure to respect the space will result in the loss of studio privileges
- Sign up in person at the Schwartz Center Dance Student Lounge
Room 213

GUIDELINES

Schedules are posted on Thursday for the following week. Already included on the schedules are courses, faculty research projects, EDC rehearsals, and university requests. Please feel free to choose any of the remaining times by placing your name and phone number in the space available. If no phone number is included, the space will be considered unreserved. Please remember to remove your name if your plans change so others may have access to the space.

Contact: Greg Catellier, 404.712.8901, gcatell@emory.edu

Woodruff Physical Education Center Studio and Gymnasium

The Woodruff PEC studio is available to all student groups who have an account number. Any group wishing to reserve the WoodPEC studio needs to fill out a form available at the Woodruff Physical Education Facilities Office located at the west end of the WoodPEC on the main floor. Dance majors or minors who wish to reserve the studio on an ongoing basis should contact Gregory Catellier, 404.712.8901, gcatell@emory.edu.

Groups wishing to reserve the main gymnasium should visit the Woodruff Physical Education Facilities Office. Preference is given to athletic events, so book this venue a year in advance, if possible.

Jenkins Courtyard and Patterson Green (Business School)

Email Sherrell Bridges sherrell_bridges@bus.emory.edu for reservations and terms of use. Spikes or nails (such as those used to hold down a tent) are strongly discouraged in the grassy areas.

Visual Arts Building and Gallery

Email Mary Catherine Johnson, mcjohn7@emory.edu for use of the Gallery or the various Studios (Drawing and Painting, Photography, Film).

Miller-Ward Alumni House

General Policies for use of the Miller-Ward Alumni House.

The Schwartz Center

Please note that the Schwartz Center use policy applies to the Cherry Logan Emerson Concert Hall and adjacent spaces in the facility.

Use Policy:

The Donna and Marvin Schwartz Center for Performing Arts exists to support the educational mission of Emory College and Emory University. The purpose of Cherry Logan Emerson Concert Hall in the Schwartz Center is to present the Candler and Music at Emory concert series and to house the activities of the Department of Music. Emerson Concert Hall serves as the primary classroom and laboratory for the study of music performance at Emory. More than 600 students attend music classes and participate in ensembles in the Schwartz Center taught by over 40 Music Department faculty and artist affiliates presenting ninety performances a year. Student ensembles, which rehearse on a weekly basis and perform several times during the season, include the following: Emory Symphony Orchestra, University Chorus, Emory Concert Choir, Emory Mastersingers, Emory Wind Ensemble, Atlanta Youth Wind Symphony, Emory Chamber Ensembles, Early Music Ensemble, Emory Brass Ensemble, Emory Percussion Ensemble, Emory Guitar Ensemble, Emory Jazz ensembles, and Emory Youth Symphony Orchestra.

The administration of the Schwartz Center facilitates classes, rehearsals, and performances related to the educational mission of the facility. Due to space, time and personnel limitations as well as the need to uphold the pedagogical mission of the Schwartz Center, it is not possible to schedule events that fall outside these parameters. Requests for exceptions to this policy may be considered by the Music Programming Committee, which consists of members of the Music Department faculty, the administrative staff of the Schwartz Center, a student representative and a University representative. This committee meets on an as-needed basis throughout the academic year. Departments or programs interested in utilizing the resources of the Schwartz Center should submit a written proposal to the Music Programming Committee at 1804 Burlington Road, Suite 230. The proposal should state the nature of the event and how it relates to the mission of Emory.

Emerson Concert Hall

Emerson Concert Hall is almost always reserved for Music Department Concerts Division events, rehearsals, and classes. Nonetheless, should you wish to request the space (with a faculty supervisor), contact Bob McKay (404.727.6661, robert.mckay@emory.edu) or Lewis Fuller (404.727.6691, lfuller@emory.edu).

Seating: without Choral balcony 750; with choral balcony 800

Dance Studio:

The Schwartz Center Dance Studio is reserved for Dance Program classes, rehearsals, and faculty research. It is not available for performance or rehearsals for any Emory or community groups.

Contact: Greg Catellier, 404.712.8901, gcatell@emory.edu

Seating: 135

Tharp Rehearsal Hall

This space is usually reserved for music department classes, rehearsals, and faculty research. On occasion, students may reserve the space, but rarely. Contact: Lewis Fuller, 404.727.6691, lfuller@emory.edu

Theater Lab

This space is usually used for academic purposes and doesn't have the backstage that would be necessary to mount a full production.

However, when it's not being used by theater classes or Theater Emory, it might be considered for other event use. Established student theater organizations (SAP, Ad Hoc, AHANA, Rathskellar, Alpha Psi Omega, and F'Utility) must apply to use the space for productions by written application for a given season. Non-theater groups must apply through Leslie Taylor (404.727.2574, ltayl04@learnlink.emory.edu), who evaluates the requests and submits them to Theater Emory management and production staff to decide on a case by case basis.

Contact: Doris Muellner, 404.727.6253, dmuelln@emory.edu

Seating: 135

Ginden Arts Commons

Contact Lewis Fuller, 404.727.6691, lfuller@emory.edu

Seating capacity: 20-30, depending on event

****Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.**

THE DEPOT

In order to hold an event at Dooley's Den at the Depot. You will need to contact Murat Bora, the manager of the Depot, Murat.Bora@sodexhousa.com. You will need to let him know what date you would like to hold your event and he will let you know if it is open. The policy for holding events at the Depot is that you purchase food for the event from the Depot.

Outdoors

Emory has several excellent locations for outdoor events and exhibitions. However, some restrictions do apply.

Visual Arts Exhibitions

Do you have art, but don't know where to display it? Here are some potential locations and how to apply to reserve them.

Dobbs University Center (the DUC)

Coca-Cola Commons – this space is among the most high traffic locations on campus and is a great place to display your work.

How: Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

When: Early. This space usually gets filled up fast. You can usually reserve it for a maximum of one week.

What: Reserve grids, and they will deliver them when you want.

Bring art tape or hooks to affix the art to the grids.

Contact: Andrea Lentz, 404.727.5355, jeffrey.martin@emory.edu

DUC DownUnder – There is a wall in this lounge managed by the STIPE Society. Contact them to reserve a time to display your art.

How: Reserve through the STIPE Society (contact Blake Covington or Madison Dotson for information, or write to their conference on Learnlink)

When: This is a brand new space, so it depends on interest levels!
Their goal is to have exhibits rotating through monthly. Try to reserve at least a couple of months in advance.

The DUC Gallery– a great little space but can be hard to reserve because it is often booked months ahead of time.

How: Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The DUC Terraces – (outdoors) the space outside the post office is a beautiful location for an exhibit or musical performance. There is an overhang, so even if the weather isn't ideal, your exhibit will stay dry.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Cox Hall

Cox Hall Computer Lab – the back room is a great space to display 2-D work

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

Changes to reservations must be made by noon the business day prior to the event.

****Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Cox Hall Amphitheatre – (outdoors) these tall steps get a high volume of traffic, especially around lunch time. You must check with Meeting Services to reserve them, and about the spatial restrictions, as the Emory Police Department sometimes uses the space by the bell tower.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

Changes to reservations must be made by noon the business day prior to the event.

****Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The Math and Science Building

This building has a beautiful atrium that sometimes features some wonderful art exhibitions.

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

Changes to reservations must be made by noon the business day prior to the event.

****Stipulations:** usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Woodruff Health and Science Center (WHSCAB)

- Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.
- For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

- Changes to reservation must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

The Woodruff Library

Reservations should be made through Meeting Services, located in the Dobbs University Center, Room 202E, 404.727.5355 or (FAX) 404.727.0277.

For more information and to make online reservations, go to http://www.emory.edu/DUC/duc_ms/index.htm

Changes to reservation must be made by noon the business day prior to the event.

**Stipulations: usage of the facilities is limited to events sponsored by academic departments, administrative departments, and SGA chartered student organizations.

Schatten Gallery

The gallery's primary function is to support and complement the dissemination of educational themes of interest to academic scholars, departments, divisions, and other organizations on campus in an easily accessible visual format. The venue is rarely available to students, as it is often reserved months or years in advance for professional exhibitions.

Reserve through Valerie Watkins (valerie.a.watkins@emory.edu, 404.727.0136)

The Schwartz Center

Through the faculty of the Visual Arts Program, you may petition to Schwartz Center staff for access to the following spaces; however, please understand that they have limited availability and costs may be incurred (especially for hanging exhibitions and subsequent wall repairs).

Music, Dance, and Theater Student Lounges

Contact Lewis Fuller (for Music), 404.727.6691, lfuller@emory.edu; Robert Schultz (for Theater), 404.727.6462, rschult@learnlink.emory.edu; or Greg Catellier (for Dance), 404.712.8901, gcatell@emory.edu.

Upper West Hallway

Located on the third floor hallway next to Emerson Concert Hall, this space is great for showing exhibits to concertgoers. It includes track lighting and wall space adequate for hangings. For more information contact Lewis Fuller, 404.727.6691, lfuller@emory.edu.

Ginden Arts Commons

This room is located on the main floor of the Schwartz Center and includes track lighting and wall space adequate for hangings. It is not open all the time, however, and is often booked with faculty/visiting artist exhibits. For more information contact Lewis Fuller, 404.727.6691, lfuller@emory.edu.

Make your own!

Do you have a great space in mind that we haven't thought of? Here are a few questions you have to address to use the space:

- 1) Indoors or outdoors?
- 2) Who is in charge of the building?
- 3) Contacts: Andrea Lentz (jeffrey.martin@emory.edu, 404.727.5355), or the office of Vice President Gary Hauk (gary.hauk@emory.edu, 404.727.6021)

iii. How do I publicize my event?

Publicity is very important – almost as important as the event itself! Here you will find some suggestions and procedures for getting the word out about your event. If you find yourself stumped, or need some help, don't hesitate to contact Nicholas Surbey and schedule a meeting with him.

Learnlink

Email flyers for your event to Emory Announcements and the Emory Arts conference. This conference is located in the Public Conferences LL conference.

Indoor DUC Banners

Also known as those banners hanging over the balcony and around the spiral staircase in the DUC. Contact Dobbs University Center Meeting Services for more information.

Outdoor Banners

- Banners can be one of the most effective ways of publicizing your event; however, some restrictions apply.
- Banners to be put up must advertise University-wide programming. No personal campaign posters will be allowed. Examples of University-wide programming are Dooley's Week events, Heritage Homecoming events, etc.
- Banners are to be professionally made of vinyl with grommets at each of the four corners. Maximum size may be 3 feet deep by 6 feet long.
- Banners are not to be hung from trees.
- The banner may remain up for a maximum for seven days.
- Sometimes during the academic calendar, no permission will be given to student organizations for hanging banners. Some examples: Orientation, Commencement, Family Weekend, and Emory Weekend. If banners are hung during those (and possibly other) times, they will be hung through the proper University department.
- Space must be requested to place a banner on campus. To request a space, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the necessary form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)
- Banners to be hung inside Coca-Cola Commons do not have to be professionally made; however, you must still reserve space for them.

Posters

- May be put up on kiosks and common bulletin board space around campus. Make sure you check with departments before you use their space.
- Make sure to advertise your event in creative, thoughtful areas that are not limited to other arts students.

Chalking

- Chalking around campus is a great way to advertise your event! However, some restrictions apply:
- Chalking is allowed on ground surfaces only. *No chalking will be allowed on vertical surfaces such as walls or exterior pillars.* Chalk must be washable. It may remain for 48 hours, after which another group may be allowed to chalk.

- To request permission to Chalk, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Balloons

- Balloons may be suspended from the banisters of the staircases leading to the Dining Terraces. Balloons are to be secured with ribbon or string - no tape, please. They are to be removed by the group at the end of the day for which they are scheduled.
- To request space for balloons, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it in person (DUC room 230) or via fax (404.727.0277)

Table Tents

- Table tents may be placed on the 44 tables on the Commons level (for reservations in the DUC Food Court, speak to the Food Service Manager there) and may remain on the table for 3 consecutive days. Only two table tents by different groups are allowed on each table at any given time.
- To request space for table tents, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Display Grids

- Grids must be reserved in advance. May be used in Commons area only.
- To request grid space, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Arts at Emory Website

Add an event to the Arts at Emory website by going to the website "www.arts.emory.edu/events" and clicking on the "request to post an event" link on the top of the screen.

Facebook

Create a Facebook event for your event and invite all of your friends. If your student group has a Facebook Page, be sure to create the event through the Facebook page.

Arts at Emory Campus Poster hanging guide

NOTE: Permissions stated below may only apply to official Arts at Emory department and program flyers and posters.

Email Nicholas Surbey at artsintern@learnlink.emory.edu with any questions or updates to this document.

Locations listed below are followed by suggested quantity based on suggestions by our contacts and number of posting areas in each facility.

Poster Hanging Guide – On-campus locations

1462 Clifton Road - 5

Posting is permitted on community bulletin boards only. No approval is necessary.

Administration building – 2

Nancy Bossert: nbosser@emory.edu

There are bulletin boards in the break rooms on all four floors where flyers and posters may be displayed. No approval is necessary.

Anthropology building – 1

Erica Schulz-Durren: eschul2@emory.edu

The Anthropology Department asks that flyers be dropped off at the front desk of the main office (Anthropology 207). There is only one community bulletin board, so typically only one flyer is accepted.

Atwood Chemistry Center – 3

Deirdre Russell: dwruss2@emory.edu

Posting is permitted on community bulletin boards only. No approval is necessary.

B. Jones Center

Posting is not permitted in or around the B. Jones Center.

Bowden Hall - 5

Becky Herring: bherrin@learnlink.emory.edu

In Bowden Hall, do not post flyers on the quad-entrance doors (glass).

Flyers put there will be removed.

There are bulletin boards on the 1st, 2nd & 3rd floors of Bowden. The bulletin boards on the 1st floor, 3rd floor & (some) on the 2nd floor are okay for posting outside-department flyers. Do NOT post flyers on the bulletin board outside 221 Bowden with sign advising: "History Sponsored Events Only Posted Here". No approval is necessary.

In the Philosophy Dept. of Bowden Hall there are four boards, but only one board for general flyers. Staples may not be used on any of these boards. No approval is necessary.

Brooks Commons – 2

Posting is permitted on bulletin boards only. No approval is necessary.

Burlington Road Building – 2

Annie Carey: acarey@emory.edu

Posting is permitted on bulletin boards only. No approval is necessary.

Callaway Hall - 3

Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.

Candler Library - 2

Posting is permitted on bulletin boards only. No approval is necessary.

Cannon Chapel

Posting is not permitted in or around the chapel; however, there are community boards for posting in Brooks Commons between Pitts Theology Library and Cannon Chapel.

Cherry Logan Emerson Hall - 3

Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.

Clairmont Campus - 5

Hasina Gran: hgran@learnlink.emory.edu

If you wish to hang signs in or around the residence halls on Clairmont Campus, please come to the Community Office to have your flyer approved. If your flyer is approved, it will be marked with a stamp. Flyers and posters can currently be displayed on the kiosks outside the buildings and in designated areas inside the buildings. Any flyers and posters in undesignated areas such as walls, doors, and windows will be removed.

Cox Hall Computer Lab - 2

Posting is permitted on community bulletin boards only. No approval is necessary.

Zaya (The Depot)

Posting is not permitted in or around Zaya's.

DUC - 3

Andrea Lentz: alentz2@emory.edu

Flyers and posters in and around the Dobbs Center are to be hung on Bulletin boards only. The DUC does not allow any posting to windows, doors, walls, or other building surfaces. Posting is to be done on bulletin boards by tape, tack, or staple, only. No approval is necessary.

Emory Clinic

Larry Ingram: larry.ingram@emoryhealthcare.org

All postings in common areas should go to the Office of Facilities Management and Safety, TEC Building A #1503C. Usually anything associated with EHC or SOM is "automatic." Since the Clinic is patient-focused, posting is restricted to those subjects that are of interest to them.

Emory Hospital

David Pugh: david.pugh@emoryhealthcare.org

Message left with David Pugh, will wait for new guidelines.

Goizueta Business School - 3

Posting is permitted on bulletin boards only. No approval is necessary.

Graduate School of Arts & Sciences - 1

Sherice Allen-Henry: sahenry@emory.edu

The Graduate School requires that all posters be approved internally before they are displayed on the bulletin board. Please send flyers that you would

like hung to sahenry@emory.edu, and upon review and approval, they will be publicized.

Kiosks - 8

Any flyer that can be considered an “Emory communication” – i.e. anything that isn’t a solicitation – can be hung on the campus kiosks. Flyers are removed Mondays at 9 p.m., so the best time to hang a flyer is the Tuesday before the event. No approval is necessary.

Law School - 2

Deb Floyd: dfloyd@fc.law.emory.edu

All posters and flyers must be approved by Deb Floyd (Gambrell 145), Katherine Brokaw (Gambrell 111) or Melanie Still (Gambrell 110). Each can put the stamp of approval on the posters and direct people to the designated bulletin boards.

Math & Science Center - 2

Flyers may be posted on the bulletin boards behind the computers on level 3 (street entrance level). No approval is necessary.

Michael C. Carlos Hall

Posting is not permitted in or around Carlos Hall or Museum.

North Decatur Building - 2

Posting is permitted on bulletin boards only. No approval is necessary.

Nursing School - 1

Bring poster to the Office of Admissions in Student Services located on the Plaza Level, room P10, give it to the person at front desk, and he/she will post for you upon approval.

Parking decks

Posters must be approved at the Parking Office at 1701 Lowergate Drive. Locations where posters can be hung will be decided upon approval.

Pitts Theology Library

Posting is not permitted in or around the library; however, there are community boards for posting in Brooks Commons between the library and Cannon Chapel.

Psychology Building - 2

Lorenza Houser: lhouser@emory.edu

Flyers must be approved by Lorenza Houser in the Psychology Department Office (room 202).

Residence halls - 1

Kayla Hamilton: khamil2@learnlink.emory.edu

1. For flyers on Learnlink, you can send information to Kayla Hamilton or Nakia Anthony, Administrative Assistant and they will be posted on the Residence Hall conferences.
2. For flyers you would like posted in the halls, bring a single copy of the flyer or poster to the Residence Life Office in Alabama Hall, and Nakia Anthony can stamp the flyer/poster and distribute them to RAs to be posted on the halls.
3. Residence Life does not allow flyers/posters to be put on front doors, or randomly through the halls. To be approved they should go through the process in step number 2.

Rich Building - 3

Hunter Hanger: hhanger@emory.edu

At the Rich, posters can be displayed on the bulletin boards and in the sliding glass boards on the first floor. No approval is necessary for these boards.

On the second floor (Theater), however, there are specific bulletin boards for certain events – there are signs to designate what can be hung on which boards.

Rollins School of Public Health

Kara Brown Robinson: klbrow2@emory.edu

There are public bulletin boards throughout the building and in the elevators. No approval is necessary.

SAAC - 2

The SAAC has a posting policy that is different from that of the Clairmont Campus residence halls. Go to the SAAC Information Desk to get signs approved to be posted there.

School of Medicine Building

Hailey Dong: hdong2@emory.edu

The flyer should be sent electronically in a powerpoint slide to Hailey Dong and she will upload the flyer to the television screens posted throughout the building. No physical flyers should be posted in the building.

Schwartz Center

Bob McKay: rhmckay@emory.edu

Posters may be hung on public bulletin boards located throughout the building, and on doors inside the building. Posters may not be hung on glass or on the walls. No approval necessary.

Tarbutton Hall - 3

Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.

Visual Arts Building - 3

Helen Chuang: hchuan2@emory.edu

Do not hang on glass doors. There are two large bulletin boards on which posters and flyers can be hung. Also flyers and posters can be hung on classroom doors and inside some of the classrooms. Those wishing to hang posters in the classrooms must ask Helen Chuang at the front desk for access.

White Hall - 4

Posting is permitted on bulletin boards only. Flyers should not be hung on doors and walls (although this guideline is not strictly enforced by the building management). No approval is necessary.

WoodPEC - 2

Myra Sims: msims@emory.edu.

Posters need to be approved by Myra Sims in room 208 of the WoodPEC. They may only be hung on the bulletin boards. Signs may not be taped on glass or painted surfaces.

Woodruff Health Sciences Center Administration Building - 2

Gary Teal: gteal@emory.edu

In the Woodruff Health Sciences Center Administration Building (WHSCAB), there are two designated bulletin board where posters and flyers are to be displayed. No approval is necessary.

Woodruff Library - 1

The administration desk on the third floor must approve flyers and will designate where they may be hung.

Yerkes Center - 5

Any materials to be hung at the Yerkes Center should be sent to the Yerkes Public Affairs Office, which will approve and distribute flyers at its discretion. There are seven bulletin boards at the Yerkes Center.

Poster Hanging Guide – Off-campus locations

Starbucks - 1

There is a community notice cork board in the back near the restrooms. Receive permission from an employee behind the counter before posting.

Rise-n-Dine - 1

There is a ledge in the front window for brochures and clips hanging from a wire for flyers. Receive permission from an employee before posting.

Dave's Cosmic Subs - 1

There are flyers taped to the right-hand side of the front window. Receive permission from an employee before posting.

iv. How do I prepare for my event?

Make a Budget!

Renting Equipment

- *Equipment and custodial services:* Facilities Management (FMD) customer service line at 4.727.7463. They are open 8 a.m.-4:30 p.m., Monday-Friday. Provide account number at time of request. You can also see their web site at <http://www.fm.emory.edu/staging.shtml>
 - They provide equipment such as: electrical equipment, extra chairs, tables, platforms/staging, special chair arrangements, stansions (free standing stands for hanging posters).
- *Media scheduling and audio-visual equipment:* You MUST make a request at least seven days in advance by calling 404.727.6853
- *Special parking:* Call 404.727.PARK

Getting Food

Food is a great way to make your event memorable (and you may be surprised at the number of hungry college students that will come out of the woodwork!). There are several options available to you:

Catering

There are a number of catering options available:

- Emory Catering (www.emorydining.com)
- The Epicurean (www.theepicureancatering.com)
- Proof of the Pudding by MGR, Inc (www.proofatlanta.com)
- Masterpiece Catering (www.masterpiececatering.com)
- Bold American Food Company (www.boldamerican.com)
- Chef William Neal Caterers, Inc. (www.chefneal.com)
- A Legendary Event (www.legendaryevents.com)
- Carole Parks Catering Association, Inc.
(www.cparkscatering.com)
- Beyond Cuisine (www.beyondcuisine.com)

Ordering Food Delivery

Several Emory-area restaurants offer Emory discounts. A few to consider are:

- *Papa John's Pizza* – Often offers an Emory Delivery discount (usually \$6.99 for a large one-topping) – 404.351.8282.
- *Domino's Pizza* – Also offers an Emory discount (usually \$5.99 for a large one-topping) – 404.373.2200
- *Maddio's* – Has offered discounts in the past – 404.929.6700
- *Moe's Southwest Grill* – Has also offered discounts in the past – 404.373.0675
- *Subway* – Offers discounts on 6-foot-long subs – 404.298.8855
- *Willy's Mexicana Grill* – 404.321.6060

Supplies (and discounts available)

Invitations:

- Make invitations

- KINKO'S: has a wide range of papers and envelopes of different weights and will make them for you or let you make them yourself. Kinko's sometimes provides a student discount, and the one at Clairmont/North Decatur will give you a discount if you are connected with a department on campus.
- Copy Center (Woodruff Library): This is a nice option because the costs can be billed directly to your account number – you don't have to front the costs and wait for a reimbursement check.
- *Art Tape*: great for hanging any art; it's strong and peels off of art and walls easily. You can buy it at: Sam Flax, Binder's, Pearl, or Michael's.
- *General Arts Supplies*: Binder's (404.237.6331) offers a student discount that is in the range of 10% off your total price. They have nearly everything you might need for a visual arts event, from paint to painting surfaces. They are located on Piedmont Avenue between Lenox and Peachtree in the Kroger shopping center (Buckhead).
- *Ask for Discounts!* Many stores and supply brokers will be happy to offer discounts if you are buying in bulk or because you are a student connected with a major university. When you are looking for supplies, be sure to ask a manager if any discounts are available. If you find a really great one, email Becky Herring and let her know, so she can include it in updates of this publication!

v. Check List (for an arts event)

One Year Prior

- ✓ Choose a date for your event and submit info to the arts intern to receive advanced publicity
- ✓ *Choose your own adventure.* Decide what type of event you want to plan.
- ✓ *Co-sponsorship?* Contact other organizations to see if they would be interested in working with you. If a co-sponsorship, meet with all the groups and delegate responsibilities.
- ✓ *Plan your budget!* Meet with everyone to decide what money you have vs. what you need. If you need financial help, write a bill to College Council and write a letter appealing to applicable department chairs.
 - *Remember! College Council will fund a maximum of 85% of your budget, and department chairs will usually only give to an event that relates to their department. Keep this in mind when planning your budget.
- ✓ *Need art? (2-3 months)* Put out a call to artists if you are taking submissions. Make sure you have a secure area for artists to leave their work where it will be out of the way and safe.
- ✓ *Where will it be?* Reserve a venue space and time. If you are unsure about a few dates or venues, reserve them all and then cancel them as soon as you are definite on one.
 - Remember! Reserve a few hours on either side for set-up and clean-up.
- ✓ *Featuring...?* Planning on having speakers? Contact them as soon as you have a date and time set to see if they would be interested in participating. Tell them the nature of the event, including their time restraints.

Six Weeks Prior

- ✓ *Publicize!* Promote your event on Learnlink notify the arts intern to put in his/her listserv announcements, make and hang flyers. Include the date(s), time, price, location, and nature of the event.
- ✓ *Remind* artists of deadlines.
- ✓ *Food?* If catered, decide on the caterers, price, and menu. If not catered, figure out how to make the most of your budget at wholesale stores or grocery stores (note: some wholesale warehouses [such as SAM's] don't take credit cards). Inform caterers of kitchen, water supply, heat, refrigeration, and available/needed equipment.

- ✓ *Confirm* with speakers and artists the time and location of the event. See if they have any questions or concerns.
- ✓ *Invitations*. Send out invitations to faculty, staff, friends, and family.
- ✓ *Need equipment?* Reserve any equipment you might need (slide projector, stereo, projector, etc.) through Meeting Services or Cox Computer Lab.

One Week Prior

- ✓ *Confirm* with speakers about when they will be speaking and for how long.
- ✓ *Last call!* Make sure you have all your submissions, or that you are aware of when they will be delivered. Make the deadline at least one week prior to event. Take it to a framing store or mount it yourself.
- ✓ *Organize*. Create a list of all submission titles and artists (and any other information) to print out the day of the event. Create a price list if appropriate.
- ✓ *What will it be...?* Create a program or schedule.
- ✓ *Publicize!* Post more flyers and send Learnlink updates frequently. Change what the message looks like, send it to individual boxes, have friends and members forward it to people they think would be interested.
- ✓ *If hanging art:* put an order into Facilities Management Division (FMD) for “stansions” (free-standing wooden poles). Order more than you think you will need. Confirm a drop off and pick up time and place.
- ✓ *Announcing...* Print out art labels. Make sure you know which title corresponds to each piece!
- ✓ *If you have sculpture:* make sure you will either have access to or have ordered (through FMD) tables or stands to put the sculpture on.
- ✓ *Get some help*. Confirm with other organizers that there will be enough people on hand to set up and clean up the space before and after the event.

One Day Prior

- ✓ *Supplies* you might need for mounting art:
 - Art tape
 - Hanging wire
 - Wire cutters
 - Scissors
 - Twine

- Hammer
- Nails
- ✓ *Extra Hands.* Confirm that you will have enough people there.
- ✓ *Last call!* Resend publicity emails to both conferences and personal email addresses.
- ✓ *Tour the facility.* Visit the facility to make sure you know how to use it. If you have any questions, ask the person you reserved it through. Check lighting, entrances and exits, trash and bathroom facilities, etc.

Day Of the Event

- ✓ *The early bird gets the worm.* Arrive earlier than you think you need to for setting up (and plan to stay later than you think for cleaning up!).
- ✓ *Next we have...* Print out and distribute schedules to all organizers. Make programs available for guests that include the names of any sponsors.
- ✓ *I'd like to thank:* Make sure you acknowledge any sponsors before the night kicks off.
- ✓ *Collect* contact info of those interested in future events.
- ✓ *Enjoy!* If you have covered everything on this checklist, congratulations! Sit back and enjoy your event!

vi. Checklist for Theater, to Direct a Play (through an existing organization)

The school year before:

- ✓ Fill out a form through SAP, AHANA, or Ad Hoc to apply to direct with a play in mind. This entails writing an essay and having a stage manager and technical director already lined up. There are only a handful of technical directors out there, so this step is an important one.
- ✓ The boards will meet and decide the plays and directors for the following year (they might be the same, and they might not).
- ✓ The groups submit the dates and desired space to Theater Studies, and Theater Studies (under Robert Schultz) creates the schedule for move in and out dates and space.

Semester before:

- ✓ *Find a productions staff:*

- Set designer
- Build team (usually found by technical director)
- Costume designer (and assistant costume designer(s), if necessary)
- Props designer/manager
- Lighting designer
- Sound designer
- Assistant stage manager or assistant director
- Technical director
- Run crew (runs the sound the night of the show in the booth)
- Stage manager (runs lights during show)
- House manager (must be available for every performance and trained by Theater Emory)
- At least two additional ushers for each performance
- Someone to manage publicity and programs
- ✓ *Ad Hoc (additional needs)*
 - Musical director (often same as rehearsal pianist)
 - Performance pianist
 - Musicians
 - Choreographer
- ✓ *Where can I get supplies?* Suggestions: thrift stores, Wal-Mart (fabric), Target, lumber yard, Binder's, departments, friends
- ✓ *Tickets:* For Ad Hoc: visit the online box office at www.adhocproductions.org. For SAP: reserve through advertised contact person, who will put patrons' names on a list and write them an email confirmation.

4. “Out There Arts”

Attending Off-Campus Events with Your Group

OUT THERE ARTS

Atlanta is your arts playground! The Out There Arts (OTA) initiative provides resources for organized Emory student groups, resident hall-based groups, and faculty-led class trips to attend off-campus arts events in the metropolitan area.

What does Out There Arts cover?

OTA covers all or part of the cost of admission to arts events, and may contribute toward transportation costs depending on the specific needs. This may include providing a flat fee for MARTA Breeze card costs or a subsidy for taxicab fare, personal mileage and parking, or shuttle rental.

Who can apply?

Emory College student groups, residence life representatives, and faculty are encouraged to apply now for their group.

Any limits?

An OTA group must have a minimum of 10 students. For groups exceeding 25, terms are negotiable.

Deadline

Applications are accepted on a rolling basis. Funding is available on a first come, first serve basis until allocation is diminished. Please email CCA at creativity@emory.edu or call 404-712-9894.

Apply

Click here to download the application. Email completed application to creativity@emory.edu.

Out There Arts Tips:

How to create a memorable OTA event:

- Explore the Atlanta Arts and Entertainment links to see what’s going on out there. Click here for venue and event ideas and suggestions.
- Check with CCA staff for ideas or to see if your idea is feasible

- “Ping” your group to estimate interest in attending event
- Use Facebook (www.facebook.com) or Evites (www.evite.com) to estimate interest or RSVPs
- Work with other organizations, dorms (make it a dorm-complex Out There Arts excursion), or faculty (classes count as a group)
- Plan ahead so that tickets will be available by the time OTA processes your request.
- Submit request at least two weeks in advance of event date (or ticket purchase date).
- Do not purchase tickets before event has been processed
- OTA may take one week to process your request after it’s submitted.
- Organize transportation – Will an Emory shuttle or chartered bus be needed, or do you plan to carpool (personal transportation), taxi, or MARTA?
- Include all event details (ticket price, venue, time, etc.), group details, and contact information in your request form for the fastest processing

a. The Atlanta Arts Scene

The Atlanta area is speckled with dozens of excellent venues and opportunities in the arts. From dance to theater to a symphony to modern and classical visual media, the problem is not finding art, but settling on what to visit! Here are some of the major venues:

7 Stages Theatre

7 Stages is a professional, non-profit theatre company devoted to engaging artists and audiences by focusing on the social, political, and spiritual values of contemporary culture. 7 Stages gives primary emphasis to international work and the support and development of new plays, new playwrights, and new methods of collaboration. It is located in Little Five Points on Euclid Avenue. For more information, visit their web site at www.7stages.org, or call 404.523.7647.

Actor’s Express

Over the last eighteen seasons, Actor's Express has proven itself one of the most adventurous producing theatres in Atlanta, with an audience that

expects a diverse and artistically challenging program. For more information, visit their web site at www.actors-express.com, or call 404.875.1606.

Atlanta Ballet

The Atlanta Ballet was formed over 75 years ago; its eclectic repertoire spans the history of ballet, highlighted by the most beloved classics and the most inventive originals. For more information visit their web site at www.atlantaballet.com, or call 404.873.5811.

Atlanta Opera

The Atlanta Opera strives to present opera productions of the highest standards while fostering education about the art form and encouraging its growth with services and programs designed to fill the needs of the community. The organization offers four main stage productions each season, in addition to other programs such as the "Pre-Opera Lectures" to further enhance the experience of opera. For more information, visit their web site at www.atlantaopera.org or call 404.881.8885.

Center for Puppetry Arts

The Center for Puppetry Arts is a unique cultural treasure - a magical place where children and adults are educated, enlightened and entertained. Throughout the years, the Center has been a leading voice in the field and has hosted numerous conferences and festivals. In addition, the Center has been recognized both nationally and internationally as an organization for excellence. Aside from its productions of adult and children's puppetry, the Center also offers a wide array of courses and offers the only puppet museum in the region. For more information visit their web site at www.puppet.org, or call 404.873.3089.

Eyedrum

Established in 1998, Eyedrum is a non-profit organization developing an interdisciplinary approach to the arts by incorporating a wide range of contemporary art, music and new media in its gallery space. This unique gallery continues to intrigue the community here and abroad, remaining critics' choice for the best venue for emerging artists in town. For more information visit their web site at www.eyedrum.org, or call 404.522.0655.

Fay Gold Gallery of Contemporary Art (commercial gallery)

The Fay Gold Gallery opened in Atlanta in 1980 with an exhibition of sculpture by George Segal followed by Irving Penn, Robert Rauschenberg, Alex Katz, Cindy Sherman and Jean-Michel Basquiat. The gallery currently represents the A-List of emerging Southeastern painters, sculptors and video artists, major nationally known artists, and the estates of Robert Mapplethorpe and Louise Nevelson. For more information visit their web site at www.faygoldgallery.com, or call 404-233-3843.

Ferst Center for the Arts

The Ferst Center for the Arts, located in the heart of the Georgia Tech campus, was conceived as a showcase for the presentation of concerts, recitals, lectures, dance, film and theater. The Ferst Center programs music, theatre, dance, and opera performances from September to May. For more information visit their web site at www.ferstcenter.gatech.edu, or call 404.894.9600.

Georgia Shakespeare Festival

Founded in 1986, the Georgia Shakespeare Festival is the largest Shakespeare festival in Georgia, one of the oldest and most active Shakespeare festivals in the Southeast, and a nationally renowned professional theatre. Its season runs from June through November, and a nationally respected educational program reaches out statewide with over a dozen programs for students of all ages. For more information, visit their web site at www.gashakespeare.org, or call 404.264.0020.

Horizon Theatre Company

Now in its 21st season, Horizon produces outstanding new plays by today's playwrights that reflect and challenge the lives of the diverse people living in the urban Southeast. Horizon has introduced Atlanta audiences to the works of such well-known contemporary playwrights as Rebecca Gilman, Wendy Wasserstein, David Hare, Terrence McNally, and David Ives, as well as plays by talented emerging writers. For more information visit their web site at www.horizontheatre.com, or call 404-584-7450.

The Museum of Contemporary Art of Georgia

MOCA GA is among the first organizations to specifically feature the work of Georgia artists. Serving as both an exhibition space and a center for education, its collection features more than 300 works by Georgia artists and includes a variety of mediums -- paintings, prints, sculpture, photography, and installation pieces. For more information, visit their website at www.mocaga.org, or call 404.881.1109.

New American Shakespeare Tavern

Since the opening of The Shakespeare Tavern on Peachtree Street in 1990, the American Shakespeare Company has produced over 73 plays, including Shakespeare titles and classics by such writers as Aristophanes, Christopher Marlowe, Jean Anouilh, Ryunosuke Akutagwa, Niccolo Machiavelli, Albert Camus, Tennessee Williams, Moliere, Bertolt Brecht, Jean Cocteau, and Thornton Wilder. In 1995, ASC became the first American company to perform at Shakespeare's Globe in London, England. Based on the proposition that Shakespeare's plays cannot be separated from the world from which they were created, the Shakespeare Tavern prides itself on recreating the authentic Elizabethan experience. It is also unique because audiences can enjoy a full-course dinner from the authentic British pub before performances begins. For more information, visit www.shakesparetavern.com, or call 404.874.5299.

The Rialto Center for Performing Arts

Georgia State University's Rialto Center for the Performing Arts is an 833-seat performing-arts venue located in the heart of the Fairlie-Poplar district in downtown Atlanta. The venue is home to the Rialto Series presenting jazz, world music, dance and cabaret; School of Music performances; the Atlanta Film Festival and many others. For more information visit their web site at www.rialtocenter.org, or call 404.651.1234.

Several Dancers Core

Several Dancers Core (SDC) is a professional dance organization that creates, performs and presents experimental contemporary dance and movement. Core's live performances are riveting, passionate and unique. Made up of individual artists, the company performs new choreography that evolves through experimentation, improvisation, collaborations with artists from different mediums, and the concerns of our current world. For

more information, visit their web site at www.severaldancerscore.org, or call 404.373.4154.

Spivey Hall

Since 1991, Clayton State College's Spivey Hall has presented jazz and classical music to the metro Atlanta area. Its renowned concert series receives regular attention as one of Atlanta's finest, and the hall's acoustics and design are routinely lauded by patrons, pundits and performers. For more information visit their web site at www.spiveyhall.org, or call 678.466.4200.

Woodruff Arts Center

The Woodruff Arts Center, located at the intersection of Peachtree and 14th street in Midtown Atlanta, is home to some of Atlanta's finest and largest artistic productions. Student pricing and memberships are very reasonable. For more information, call information at 404.733.4200 or the box office at 404.733.5000, or visit www.woodruffcenter.org.

- *Atlanta Symphony Orchestra*
Since its first concerts in 1945, the Atlanta Symphony Orchestra has grown from a local youth group to become one of America's major orchestras, noted for its impressive list of Grammy winning recordings as well as the excellence of its live performances. One of the foremost cultural organizations in the southeastern United States, it serves as a cornerstone for artistic development in the region. In addition to its 72 concert main subscription season, the ASO presents light classical concerts, family concerts, annual summer festivals, outdoor summer pops concerts and free concerts in city parks. For more information, visit their web site at www.atlantasymphony.org, or call 404.733.4900.
- *Alliance Theatre*
The Alliance Theatre has achieved recognition as one of the country's leading theatres, having premiered such works as Pearl Cleage's *Blues for an Alabama Sky*, Elton John and Tim Rice's *Elaborate Lives: The Legend of Aida* (in partnership with Disney Theatricals), Sandra Deer's *So Long on Lonely Street* and Alfred Uhry's *The Last Night of*

Ballyhoo. The Alliance is one of the country's few major regional theatres that produce professionally staged work for both adult and children's audiences, and it also offers extensive and innovative education and community outreach programs. For more information, visit their web site at www.alliancetheatre.org or call 404.733.4650.

- *High Museum of Art*

The High Museum of Art, named after the High family, is the leading art museum in the southeastern United States. The Museum is known for its acclaimed Richard Meier-designed facility, and its collections include African art, American art, decorative arts, European art, folk art, modern and contemporary art, and photography. Its new buildings opened in 2006, doubling the museum's size. For more information visit their web site at www.high.org, or call 404.733.4400.

For more opportunities, visit the Atlanta Coalition of Performing Arts at www.atlantaperforms.org, where you can find information on lots of other performance art groups in Atlanta. Also, check out www.artsinatlanta.org, www.visualartsatlanta.com, and www.atlantaplanet.com.

b. Funding for Group Outings (see "How do I get funding?," p. 15)

- Request money from SGA.
- Ask a Department to help you.
- Do a fundraiser.
- Be creative!

c. Getting There

Atlanta can be a hectic place in which to travel, so good planning in advance is essential to any off-campus trip. A few suggestions:

- Carpool. The fewer the vehicles, the easier the trip.
- Bring money or budget for parking. Parking can range from a few dollars to upwards of ten, depending on the event and the venue.
- Emory Vehicles. It is possible to train and become certified to drive an Emory vehicle. Contact Ron Taylor in Campus Life for more information at housrt@emory.edu.

- Public Transportation. Atlanta's mass transit system is MARTA (Metro Atlanta Rapid Transit Authority). MARTA operates a coordinated system of bus and train lines for access to all of Atlanta and the metro area. Exact change (\$1.75) or ride cards are required. For more information on MARTA, visit www.itsmarta.com.
- Emory Shuttles. Emory also provides several complimentary shuttle routes to help you get around campus and ease the level of motor traffic. All Emory campus shuttles are accessible to persons with mobility impairments. Accessible shuttle stops are designated with the international emblem of the wheelchair on the shuttle stop pole. Shuttles are free and easy to access with four routes that can take you around campus and beyond. Shuttles generally run Monday through Friday 5am-12:15am. For more information, visit www.epcs.emory.edu/alttransp/shuttles.html.

5. Individual Student Opportunities in the Arts

In this section, you will find information directed more toward individuals looking for personal growth and opportunities in the Arts. For those of you looking for scholarships and award information, you will find them here, as well as internship and job resource information. Contact Nicholas Surbey if you would like more information about the various offerings in this section.

a. Honors and Awards

Interdisciplinary

The John H. Gordon Stipe Society for Creative Scholars. The STIPE Society for Creative Scholars was founded to foster creativity and original scholarship among Emory College students and to encourage greater communication between undergraduates and their faculty. Selection to the society is based upon a minimum GPA of 2.7, good standing within the College, and clear evidence of interest and ability in the field of original scholarship and creative intellectual activities. Admission to the society is accompanied by a \$1,000 scholarship. One can be admitted any year.

Sudler Prize in the Arts. The Sudler Prize in the Arts is awarded annually to the graduating senior who has demonstrated the highest standard of proficiency in one or more of the performing or creative arts. It may be given for performance, execution, or composition in the field of music, theater, creative writing, film, painting, sculpture, design, architecture, or allied areas of artistic endeavor. This prize, accompanied by a cash award of \$6,000, is awarded at the College Honors Program each commencement. Nominations are made by arts departments.

Women's Club Arts Scholarship. Meredith Hicks, class of 2001, was named the first recipient in a series of scholarships established by the Emory University Women's Club. The award went to dance student Hicks (a double major in English and Dance), while future scholarships will rotate among Film, Music, and Theater Studies.

Art History

Art History Paper Prize. Awarded every spring to the undergraduate student who wrote the most outstanding research paper in the preceding two semesters.

Creative Writing

Artistine Mann Awards in Poetry, Playwriting, Fiction, Non-Fiction, and Screenwriting. Annual contest for the best undergraduate writing in fiction, poetry, playwriting and creative nonfiction. Each contest is judged by a professional writer outside of Emory. Cash awards are made possible by the generosity of the family of Artistine Mann, a creative writing student killed in a car accident. The program also sponsors the Academy of American Poets Award contest, which is open to both undergraduate and graduate students. Students interested in submitting entries should watch for the contest announcements early in the spring semester, or contact the program office for details. Deadlines, guidelines and entry forms are also available at their web site at

<http://www.creativewriting.emory.edu/students/contests.html>.

The Grace Abernathy Scholarship. This scholarship, made possible by the Grace Abernathy Fund, is given each spring to an outstanding Creative Writing major. Award amounts vary; in spring 2006, it was \$1,100. Funds are dispersed through the Hawaiian Community Foundation, and majors from Hawaii receive preference. Awards, however, maybe be given to natives of other states. If a recipient is on financial aid, the award is applied to his or her aid package. To apply for the scholarship, students must be declared Creative Writing majors, but may be at any stage in completing the major requirements. Applicants submit a cover sheet with name, address, phone, e-mail address, class status, classes taken for the major, and a writing sample of no more than thirty pages. The sample may be in one genre, or a mixture. The deadline for the application for this scholarship is set each spring and posted to the Creative Writing Learnlink conference. For more information, including current deadlines, visit their web site at <http://www.creativewriting.emory.edu/students/contests.html>.

Dance

Friends of Dance Summer Scholarship Award. The Friends of Dance Summer Scholarship Program was established in 1996 to make summer

dance study more accessible to Emory students. It enables a student to study either in the United States or abroad with notable practicing artists, dance programs, and dance companies of his or her choice

Pioneer Award. Nominated and selected by Emory Dance Faculty and awarded to a senior who is "breaking new ground," this award recognizes creative application and creative potential in the field of dance. It is defined by an in-depth investigation in technique, performance, choreography or movement studies. Additional Criteria: making new discoveries about how creative expression interacts with the world, being engaged in the process of moving and creating movement, and articulating full development of personal voice through movement.

Library

Woodruff Library Undergraduate Research Award. Recognizes and rewards Emory University undergraduate students who 1) make extensive use of Woodruff Library's collections and research resources in their original scholarship; and 2) show evidence of critical analysis in their research skills (i.e., locating, selecting, evaluating, and synthesizing information). Only projects done for class credit are allowed to be entered. Applicants submit a 500-700 word essay describing research strategies and use of library tools and resources; a letter of support from the supervising faculty member or instructor; a final version of the research project, including a 150 word abstract/summary of the project; and a bibliography of sources consulted. Both digital and written projects are eligible. There are up to three winners each year, and each winner receives \$500. For more information about the current year's contest, visit <http://web.library.emory.edu/award>.

Music

Music Merit Scholarship. Each year Emory College offers several half-tuition music merit scholarships to incoming freshmen who show exceptional promise in their applied area. Students who wish to be considered for these scholarships must meet all admission requirements of Emory University and should plan to major in music. This scholarship is not applicable to the music minor. All auditioning students are considered for the scholarship. No additional paperwork is required. Scholarship recipients will be notified in April.

Boykin Scholarship. Due to a generous grant given by Mrs. Miriam Boykin, the Department of Music provides one to three scholarships each year for students to study with music faculty. These are intended for prospective majors (freshmen and sophomores), although non-majors with good performance credentials are also considered. The scholarship is awarded both on the basis of need and musical merit. If the scholarship is awarded, the student must enroll in Music 320 and satisfy all the requirements of that course, including Music Colloquium and juries. In addition to completing the application form, students must either:

- Submit an audition tape to: Will Ransom, Department of Music, Emory University, Atlanta, GA 30322, or
- Make arrangements for a personal audition with the Will Ransom, wransom@emory.edu

Scholarships are renewable for one additional semester upon evidence of satisfactory progress. The deadline for application is always the first class day of the fall semester.

William Lemonds Scholarship for Summer Study Abroad. The William Lemonds Scholarship for Summer Study Abroad is made each spring to a voice student entering a program of music study outside of the United States during the summer. The amount of this award varies from year to year and certain conditions apply. Application forms are available in the Music Department office, located in the Burlington Road Building.

Emory at the Met. The Friends of Music offer a limited number of scholarships to music majors who plan to enroll in MUS 350R, Emory at the Met. This course is offered each January in New York City the week preceding the Spring Semester. Application information is available in the Department of Music Office in October.

Theater

(All Theater awards are faculty-nominated only).

The Alice N. Benston Award in Theater Studies. Awarded annually by departmental faculty to not more than two graduating seniors or recent graduates who have shown exceptional dedication, promise, and

intellectual rigor to encourage their continuing education in theater. Prize is accompanied by a cash award of \$1,500.

The Friends of Theater Emory Award. Recognizes a graduating major in the department who has made outstanding contributions to Theater Emory. Prize is accompanied by a cash award of \$1,000.

The Fine Award. Bestowed annually upon a junior or senior Theater Studies major or minor who has shown outstanding ability in acting. Prize is accompanied by a cash award of \$1,000.

b. Ticket Discounts

Emory students receive considerable discounts for arts events on campus: most Arts at Emory events are free or at heavily reduced prices for students. Reduced ticket prices are at least 60% off the normal ticket price! This is limited to one discounted ticket per Emory I.D.; however, you don't have to bring all your friends to the box office with you. Just have your friends' student I.D. numbers on hand when you buy your tickets.

c. The Arts Hall

The Arts Hall seeks to create a dynamic living experience in which students of all artistic disciplines can collaborate, inspire/be inspired by one another, and enjoy each other's company. Students selected to live in this theme hall are treated to programming exclusive to the arts, are given opportunities to explore and express their artistic ideas, and have special access to events in the Emory and Atlanta communities. Located on the tenth floor of the Clairmont Tower, this hall contains both co-ed and single-sex apartments, but has limited space. Applications are available in January. For more information, email Nicholas Surbey at artsintern@learnlink.emory.edu

d. Study Abroad in the Arts

The arts are thoroughly integrated into most study abroad programs, even if those programs are not arts specific. See what classes and activities are offered in each program, even if at first glance, it doesn't seem to involve the arts.

Music: Music professor Dr. Timothy Albrecht teaches a course called "Music in Vienna" (Musik in Wien) every summer through the Emory College summer study abroad program. Other music faculty members teach

courses in various study abroad programs, including Oxford and Italian Studies. For more information, contact Camille Jackson at camille.jackson@emory.edu

Theater: Theater Studies recently started offering a semester in Arezzo, Italy in Tuscany for the summer, spring and fall semesters. There is also a new program available with the London Academy of Music and Dramatic Art. For more information, contact John Ward at jward03@learnlink.emory.edu.

Art History: Contact Dorothy Fletcher at dfletch@emory.edu for information on study abroad.

e. Internship & Volunteer Opportunities

Internships. The Atlanta Symphony Orchestra, Alliance Theater, High Museum of Art, Georgia Shakespeare, and many other venues around Atlanta offer paid and unpaid internships to college students and recent graduates. For more information, go to www.atlantaperforms.com.

Volunteer Opportunities. Many volunteer opportunities also exist in the arts in Atlanta and at Emory. Almost every group, be they professional, student or faculty-directed, needs ushers, set builders, or general help. Contact the organization you are interested in volunteering for, and they will almost certainly put you to work! As far as social volunteering, visit www.handsonatlanta.org for information on how you can get involved in organizations that need music, theater, dance, or writing instructors and volunteers.

Online Databases. Talk to your department chair or secretary about any online databases that are available to you as a student. Many departments, such as Theater Studies, have memberships to online programs that are created specifically to help people like you find jobs or internships in the arts.

OFF CAMPUS VENUES

Atlanta and Decatur offer a great deal of artistic venues for you to visit and potentially work for. Go to www.atlantaperforms.com for more information on performing arts venues and

<http://acme-us.com/detail/atlanta/arts/galleries.html> for information on galleries around town.

6. Who's Who and How to Contact Them

Getting administration, faculty, and departments to support your ideas can make life a lot easier, whether you are planning an event, organizing an exhibit, or trying to start something from scratch! Even a great plan needs approval. Here are some of the people who can help you along the way.

*an asterisk identifies people in each department, program, or organization that are particularly important resources for you to use.

Administration

Center for Creativity & Arts

*Nicholas Surbey: Arts Associate, Center for Creativity & Arts

404.712.4624, nsurbey@emory.edu

Nicholas is the current Creativity & Arts Intern, and is a great resource for you if you have a new idea or want to start a new group on campus. He serves as a liaison between students, administrators and faculty.

Nicholas Surbey: Communications Coordinator, Center for Creativity & Arts

404.712.4624, nsurbey@emory.edu

Jessica Cook: Senior Editor, Center for Creativity & Arts

404.727.1687, jessica.l.cook@emory.edu

Candy Tate: Assistant Director, Center for Creativity & Arts

404.712.9894, candy@emory.edu

Leslie Taylor: Executive Director, Center for Creativity & Arts

404.727.2574, ltayl04@emory.edu

Randy Fullerton, General Manager, Center for Creativity & Arts

404.727.0525, rfuller@emory.edu

Schwartz Center

Lisa Baron: Printed Programs Coordinator, Music at Emory Concerts Division

404.727.2253, lebaron@emory.edu
Trish Harris: Assistant Stage Manager, Schwartz Center for Performing Arts
at Emory
404.727.1770, pmharri@emory.edu
Tracy Clark: Assistant Director for Programming, Arts Emory
404.727.8769, taclark@emory.edu
Dave Clements: Manager, Performing Arts Studio
404.712.4182, djcleme@emory.edu
Stephanie Patton: Assistant Box Office Manager, Performing Arts at Emory
404.727.8449, stephanie.patton@emory.edu
*Lewis Fuller: Operations Coordinator, Schwartz Center for Performing Arts
404.727.6691, lfuller@emory.edu
Lewis is a great resource for setting up and managing events in the
Schwartz Center, where he is in charge of facilities.
Becky Herring, Events Coordinator, Schwartz Center for Performing Arts
404-727-3563, rlherri@emory.edu
Robert McKay: Managing Director, Schwartz Center for Performing Arts
404.727.6661, rhmckay@emory.edu
Katie Pittman: Box Office Manager, Performing Arts at Emory
404.727.6418, katie.storey@emory.edu
Mark Teague: Stage Manager, Schwartz Center for Performing Arts
404.727.8146, mteague@emory.edu
Nina Vestal: House Manager, Schwartz Center for Performing Arts Concert
Hall &
Music at Emory Concerts Division
404.727.6640, nvestal@emory.edu
Matt Williamson: Technical Coordinator, Schwartz Center for Performing
Arts & Music
At Emory Converts Division
404.727.6671, jmwilli@emory.edu

Michael C. Carlos Museum

Administration

Bonnie Speed, Director

404.727.0573, baspeed@emory.edu

Catherine Howett Smith, Associate Director

404.727.6117, chsmith@emory.edu
Joyce Daniels, Assistant to the Director
404.727.0573, jadanie@emory.edu
Darlene Hayes, Manager of Budget and Personnel
404.727.2625, dhaye02@emory.edu
Brooklynn Smith, Budget and Personnel Administrative Assistant
404.727.2351, besmit2@emory.edu

Bookshop

Mark Burell, Manager
404.727.0509, mburell@emory.edu

Curatorial

Peter Lacovara, Curator of Ancient Egyptian, Nubian, and Near Eastern Art
404.727.2719, placova@emory.edu
Jasper Gaunt, Curator of Greek and Roman Art
404.727.1146, jgaunt@emory.edu
Margaret Shufeldt, Associate Curator of Works on Paper
404.727.2732, mshufel@emory.edu
Jessica Stephenson, Associate Curator of African and Ancient American Art
404.727.6768, jjstep2@emory.edu

Conservation

Renee Stein, Conservator
404.727.1097, rastein@emory.edu

Development and Communications

Gail Habif, Director of Development
404.727.2251, ghabif@emory.edu
Aimee Nix, Assistant Director of Development
404.727.2115, acbowle@emory.edu
Cecelia Pike, Program Coordinator, Membership
404.727.2623, cpike@emory.edu
Priyanka Sinha, Director of Communications & Marketing
404.727.4291, priyanka.sinha@emory.edu

Education

*Elizabeth Hornor, Director of Education
404.727.6118, ehornor@emory.edu
Julie Taylor Green, Manager of School Programs
404.727.2363, jgree09@emory.edu
Nina West, Manager Educational Programs
404.727.0519, nwest@emory.edu
Andrea Satterfield, Program Development Specialist
404.727.4280, asatte2@emory.edu

Exhibition Design

Nancy Roberts, Director of Collections and Exhibitions
404.727.6004, njrober@emory.edu
Bruce Raper, Lead Perparator
404.727.3019, braper@emory.eud

Facility Rental/Visitor Services

Jim Warren, Manager of Special Events and Amenities
404-727-0516 - jwarre2@emory.edu

Registrar

Todd Lamkin, Registrar
404.727.4456, tlamkin@emory.edu
Stacey Gannon, Assistant Registrar
404.727.2275, sgannon@emory.edu

Security/Operations

Bernard Potts, manager of Operations
404.727.2314, hpotts@emory.edu

Schatten Gallery

Contacts/Info

Web site: web.library.emory.edu/libraries/schatten/

Julie Delliquanti
404.727.0136, jdellig@emory.edu

John Klingler, Gallery Assistant
404.727.0955, libjkh@emory.edu

Department and Program Faculty and Staff

There are many helpful and arts-loving faculty at Emory, both in arts departments and others. Contact them if something about their interests gets your attention!

Art History Department

Faculty

Jean Campbell, Associate Professor, Early Renaissance art and literature; cultural

poetics; portraiture in late medieval and early modern Europe.

404.727.6682, cjcampb@emory.edu

*Dorothy Fletcher, Director of Undergraduate Studies, Study Abroad Coordinator, 15th/16th century Northern European art, and German Expressionist art of the early 20th century.

404.727.0514, dfletch@emory.edu

Sidney Kasfir, Associate Professor, Idoma masquerade and sacred kingship (Nigeria); Samburu blacksmiths (Kenya); contemporary urban and tourist art (Kenya, Uganda); museum representation (USA, Uganda, Zimbabwe, South Africa).

404.727.0808, hartsk@emory.edu

Sarah McPhee, Internships, Associate Professor, Seventeenth and eighteenth century European architecture, urbanism and drawings; history of the book; artistic biography.

404.727.0069, smcphoe@emory.edu

Walter Melion, Asa Griggs Candler Professor of Art History with interests in Northern Renaissance and Baroque art, with an emphasis on art and art theory of the Low Countries; early modern printmaking; meditative and mnemonic imagery; Jesuit spirituality

404.727.2599, walter.melion@emory.edu

Elizabeth Pastan, Honors Advisor, Associate Professor, Medieval Art and

Architecture; Stained Glass; Representations of Jews and Heretics;
Hagiography; Medievalism; Islam and the West.

404.727.6286, epastan@emory.edu

Gay Robins, Samuel Candler Dobbs Professor of Art History, Michael C.
Carlos

Museum Faculty Consultant for Ancient Egyptian Art, Ancient
Egyptian art;

composition, style and proportion; issues of gender and sexuality.

404.727.6281, grobins@emory.edu

Judith Rohrer, Department Chair, Architectural Studies Advisor, Associate
Professor, European architecture, modern and contemporary with
emphasis upon the architecture of Barcelona; space and gender theory.

404.727.6291, jcrohre@emory.edu

Rebecca Stone, Associate Professor, Faculty Curator of Art of the Ancient
Americas, Andean art and architecture (with an emphasis on
textiles); Costa

Rican sculpture; museology; perceptual theory; art and shamanism.

404.727.6419, rstonem@emory.edu

Eric Varner, Assistant Professor, Roman portrait sculpture; Imperial
iconography;

Roman women; monuments and topography of ancient Rome.

404.727.2578, everner@emory.edu

Bonna Wescoat, Associate Professor, Ancient Greek art and architecture,
with

emphasis on Archaic and Hellenistic architectural trends and
architectural

sculpture.

404.727.6279, bwescoa@emory.edu

Staff

Becky Baldwin, Library Assistant

404.727.0472, bbaldwi@emory.edu

Angie Brewer, Academic Department Administrator

404.727.1799, angie.brewer@emory.edu

Kathleen Carroll, Academic Degree Programs Coordinator, Graduate Studies

404.727.6282, Kathleen.carroll@emory.edu
Amanda Flinn, Program Administrative Assistant, Undergraduate Studies
404.727.6282, aflinn@emory.edu
Frank Jackson, Visual Resources Librarian
404.727.6262, fjack01@emory.edu
Joanna Mundy, Library Specialist
404.727.0754, jcmundy@emory.edu

Creative Writing Program

Faculty

Heather Christle, Creative Writing Fellow in Poetry
40.727.8772, hchris2@emory.edu
Bruce Covey, Lecturer in Poetry
404.727.6614, bcovey@emory.edu
*Jim Grimsley, Senior Resident Fellow in Creative Writing
404.727.4991, jgrimsl@emory.edu
Oindrila Mukherjee, Creative Writing Fellow in Fiction
404.727.8772, omukher@emory.edu
Joseph Skibell, Assistant Professor of English/Creative Writing
404.727.0840, jskibel@emory.edu
Natasha Trethewey, Associate Professor of English/Creative Writing
404.727.6484, ntrethe@emory.edu
Susan Rebecca White, Lecturer in Fiction
404.727.4672, susanrebeccawhite@gmail.com
Lynna Williams, Associate Professor of English/Creative Writing
404.727.7999, lwill03@emory.edu
Kevin Young, Atticus Haygood Professor of English/Creative Writing
404.712.9089, Kevin.young@emory.edu

Staff

*Paula Vitaris, Academic Program Coordinator
404.727.4683, pvitari@emory.edu

Dance Program

Faculty

Julie Baggenstoss, Teaching Specialist

404.727.7266,

*Gregory Catellier, Lecturer

404.712.8901, gcatell@emory.edu

Greg manages all the technology in the dance studio of the Schwartz Center.

Sheri Latham, Teaching Specialist

404.727.7266, jlatham@mindspring.com

Anna Leo, Associate Professor and Director of Dance

404.727.4095, aleo@emory.edu

*Sally Radell, Associate Professor

404.727.2835, sradell@emory.edu

George Staib, Lecturer

404.727.7267, gstaib@emory.edu

Holly Godwin, Teaching Specialist

404.727.7266, hasteve@emory.edu

Tara Shepard Myers, Teaching Specialist

404.727.2114, tshepa2@emory.edu

Lori Teague, Associate Professor

404.727.5339, lteague@emory.edu

Staff:

Kendall Simpson, Program administrative assistant and Musician

404.727.7804, ksimpso@emory.edu

Anne Walker, Office Manager

404.727.7266, awalker@emory.edu

Cyndi Church, Costume Designer and Costume Shop Coordinator

404.727.4085, cchurch3@emory.edu

Dance Musicians:

David Decaminada

(contact Kendall for contact information)

Joanie Ferguson

(contact Kendall for contact information)

Klimchak

jklimch@emory.edu

Department of Film Studies

Faculty

*Matthew Bernstein, Associate Professor, Chair of the Department, and Director of Graduate Studies; American film industry, classical and contemporary Hollywood cinema, nonfiction film, film comedy, the social problem film, African-Americans in film, Japanese cinema, post-war European cinema, and historiography.

404.727.3466, mbernst@emory.edu

Karla Oeler, Assistant Professor; Film theory and aesthetics, Soviet and post-Soviet cinema, nineteenth-century European novel, literary theory.

404.727.1074, koeler@emory.edu

Michele Schreiber, Assistant Professor; Feminist film and media theory, popular culture, and film genres

404.727.4452, mjschre@emory.edu

Eddy Von Mueller, Lecturer

404.727.4949, emuelle@emory.edu

Bill Brown, Lecturer, Art History and Film Studies; Screenwriting, documentary filmmaking, workshop in film, video and photography (Studio Art).

404.712.4323, wbrow02@emory.edu

Staff

*Annie Hall, Department Administrator

404.727.0589, ahall03@emory.edu

Department of Music

Faculty

James Abbingon, Associate Professor of Music and Worship

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Theater Studies and Theater Emory

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Donald McManus, Assistant Professor; theater history and literary criticism
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Arts-Involved Faculty and Staff from Other Departments

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documentary

film and Television

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7. FORMS , FORMS , FORMS

Web Posting for Student Arts Events

Please fill out all applicable areas to ensure the most accurate description of your event! Skip areas that are not relevant to your event. Contact Nicholas Surbey (nsurbey@emory.edu or 404.712.4624) with questions.

Program Information

Title of Event: _____

Subtitle: _____

Special Guest/Artist: _____

Conductor: _____

Director: _____

Composer: _____

Playwright: _____

Choreographer: _____

Lecturer: _____

Speaker: _____

Opening Reception: _____

Description: _____

Length/Estimated Running Time: _____

Image: (attach or email to Sally Corbett)

Scheduling, Prices, and Location

Time(s) and Date(s): _____

Venue/Room: _____

Number of Tickets: _____

Ticket Prices: _____

Ticketing Availability/Status: _____

Start date: _____

End date: _____

Contact Information

Contact Name: _____

Contact Phone: _____

Contact Fax: _____

Contact Email: _____

Link (web site): _____

For More Information (web site): _____

Artist's Homepage (web site): _____

Dates of Performance

List Months/Days (if more than one): _____

If applicable, please circle the categories which apply to your event:

Music

All Music Events / Organ / Piano / String / Jazz / Chamber / Vocal,
Choral, A Capella / Orchestral / Indian / Early Music / Brass / Wind /
Violin / New Music / Guitar / Percussion / World

Music Series

Candler Concert Series / Candler Special Events / Journeys: Music Rooted in Eastern Traditions /

Holiday Concerts / Family / Emory Faculty and Graduate Student Recitals /

Emory University Organist Recital Series / Emory Music Ensembles / Musical Celebrations /

SoundScapes: Music of Our Time / Jazz Series / Noontime Series / Student Music Group Performances / Emory Chamber Music Society of Atlanta / Festival

Visual Arts and Film

All Visual Arts Events / Student Film Event or Festival / Visual Arts Program /

Film and Department of Film Studies Programs / Art History Department / Schatten Gallery /

Michael C. Carlos Museum

Theater

Theater Emory / Ad Hoc / Theater and Student Theater / AHANA

Dance

All Dance Events / Friends of Dance Lecture Series / Faculty performance / Student Performance

Creative Writing

All Creative Writing Events / Reading / Lecture / Colloquia / Student Reading

Community / Outreach

Community / Children

Interdisciplinary and More

Interdisciplinary Arts Events, Lectures, Symposia, and More / Creative Momentum / Schwartz Center / Emory Coca-Cola Artist-in-Residency Series / Emory Center for Life Long Learning / Volunteer Usher Corps

Other: _____

8. Sample SGA Funding Bills

Bill 48ccXX – Supplemental Funding for AHANA Theater– Submitted by AHANA, Rebekah Fitzsimmons

Whereas, the AHANA is perpetually chartered by the College Council, and
Whereas, the AHANA Theater production will entertain and inform the
greater Emory community, and

Whereas, six shows will take place between March 28 and April 3, and

Whereas it will be held in the Burlington Road building, and

Whereas, the AHANA Theater show will entertain and inform the greater
Emory community, and

Whereas, the theater production, The Ties That Bind, deals with issues of
race that are prevalent on this campus, and

Whereas, \$2125.00 is required to hold this event.

Therefore, let it be resolved by the 48th College Council that AHANA
Theater be allocated \$2125.00 for the following:

The Ties That Bind Rights and Scripts

(price through Dramatic Publishing) **\$ 475.00**

Play Set

Use of Theater Emory Shop	\$75
Lumber	\$275
Paint	\$100
Nails/Screws	\$50
Other supplies	\$100

Set Total \$600.00

Lights

Overhead Fee	\$200.00
Theater Emory Equipment estimate	\$100.00

Light Total \$300.00

Costumes/Makeup

Stage Makeup,base	\$10.00 per stick x 4 =	
	\$40.00	
Adhesive for masks		\$20.00
Eyeshadow, mascara, eyeliner etc.		\$25.00
Hair gel, hairspray etc.		\$15.00
	<i>Makeup Total</i>	<i>\$100.00</i>
Theater Emory rentals	\$10.00 per costume x20 =	\$200
Cleaning Fee		\$50.00
	<i>Costume Total</i>	<i>\$ 250.00</i>
	Makeup and Costume Total	\$ 350.00
Sound		
Theater Emory equipment and supplies		
	\$100.00	
	Sound Total	\$100.00
Props		
Theater Emory rentals	\$10.00 per item x30=	\$300.00
	Props Total	\$300.00
	Total	<u>\$2125.00</u>

Subtract self-generated funds from fund raising, suggested donations from last year etc.

Itemization of EXACT costs for event.

Itemization of EXACT methods and amount of self generated funds.

Costs – Self-generated funds = TOTAL AMOUNT requested from College

SGA Funding Bill – Permanent Equipment

Bill 36sl32 Submitted by Caitlin Thomas-Lepore and Michael Garmisa.
“Bill to fund for Permanent Darkroom Equipment.”

Whereas, there is currently no darkroom at Emory that has campus-wide access; and

Whereas, there are many talented photographers at Emory who are unable to pursue their creative talents on campus; and

Whereas, the Student Government Association (SGA) passed a bill on April 23, 2001 that resolved to create a centrally-located space for a darkroom for Emory undergraduate and graduate students, faculty, and staff use; and

Whereas, Ed Stansell, director of the Dobbs University Center (DUC), has since secured a space on the fifth floor of the DUC; and

Whereas, The Dobbs University Center has agreed to fund the construction and purchase of a ventilation system, painted walls, and sink for the darkroom; and

Whereas, the Photography club will monitor all equipment usage and keep a responsible executive board member in the darkroom at all times that it is open; and

Whereas, College Council granted a temporary charter to the Photography Club on February 18, 2002; and

Whereas, the Photography Club currently has over seventy members; and

Whereas, sixty student signatures supported a petition voicing their support of a darkroom on campus and their commitment to using it in the future; and

Whereas, the Photography Club executive board has the knowledge and commitment to correctly and efficiently run and maintain a darkroom; and

Whereas, the Photography Club plans to establish a perpetual charter with College Council to obtain funding for chemicals; and

Whereas, the Photography Club be granted funds for the following equipment:

Item	Price	Quantity	Total
Arkay - 14R Plastic Developing Tray for 14x17" Paper (3" Deep)	\$24.95	6	\$149.70
Watson - Wat-Air Roll Film Washer with 30" Hose and Built-in Water Filter for 8-35mm or 4-120 Stainless Steel Reels	\$43.50	1	\$43.50
Kindermann - Stainless Steel Tank for 4-35/2-120 Reels (3365)	\$109.95	1	\$109.95
Kindermann - Stainless Steel Tank for 2-35/1-120 Reels (3365)	\$23.95	2	\$47.90
Kindermann - 35mm Stainless Steel Reel (3117)	\$23.95	10	\$239.50
Kodak - Automatic Tray Siphon	\$42.95	1	\$42.95
Jobo - 10cm Funnel	\$3.95	1	\$3.95
Doran - 8" Professional Print Squeegee	\$7.95	1	\$7.95
General Brand - Bamboo Print Tongs (Set of 3) with Rubber Tips	\$2.89	3	\$8.67
Beseler - Stirring Paddles (2)	\$4.95	1	\$4.95
Beseler - Photographic Dial Thermometer with Clip and 8" Stainless Steel Stem	\$44.95	2	\$89.90
Delta - DATATAINER 64-oz	\$2.19	15	\$32.85
Arkay - PGM-64 Plastic Graduate - 64 oz (1900ml)	\$15.95	2	\$31.90
Arkay - PGM-128 Plastic Graduate - 1 Gal	\$16.95	1	\$16.95
Photoflex - Film Changing Room	\$69.95	1	\$69.95
Thomas - LDS Light Tube for for Duplex Safelight	\$79.95	1	\$79.95

Thomas - DUB Black & White Duplex Super Safelight for B/W or Ortho Printing (2 Filters Included)	\$224.95	1	\$224.95
General Brand - CONTACT PROOFER 8.5x11	\$34.95	1	\$34.95
Peak - Enlarging Focuser Model 3	\$54.95	2	\$109.90
Saunders - 14x17" Universal 4-Bladed Enlarging Easel (U1417)	\$151.75	2	\$303.50
GraLab - Model 300 Electro-Mechanical Darkroom Timer (220V/50hz)	\$122.95	2	\$245.90
Beseler - 45M Condenser (Black & White) Lightsource	\$509.95	2	\$1,019.90
Beseler - 45MXT Enlarger (Chassis) with Baseboard (230V)	\$1,219.95	2	\$2,439.90
Nikon - 105mm f/5.6 EL-Nikkor Enlarging Lens for 6x9cm Film	\$244.95	2	\$489.90
Beseler - Jam Nut for 39mm (Leica) Mount Lenses	\$6.95	2	\$13.90
Beseler - 39mm Lensboard with .5/8" Extension for 23C, 4x5 and 8x10 Series Enlargers (Accepts 105mm to 135mm Lenses)	\$44.95	2	\$89.90
Beseler - 35mm Glassless Full Format (25x37mm) Negative Carrier for 45 and 810 Series Enlargers	\$92.95	2	\$185.90
Beseler - 6x6cm Glassless Negative Carrier for 45 and 810 Series Enlargers	\$92.95	1	\$92.95
Beseler - 150w/230v lamp f/condenser LT source	\$28.95	2	\$57.90
Beseler - Audible/Repeating Enlarging Timer	\$154.95	2	\$309.90
Tokina - Gravity Works 11x14 Archival Print Washer (Accepts 12-11x14" or 24-8x10" Prints)	\$384.95	1	\$384.95
Estimated Shipping	\$250.00	1	\$250.00

Total

\$7,234.82

Therefore, let it be resolved by the 36th Legislature of the SGA that the Photography Club be granted \$7,234.82 in Activity Fee Interest Funds for the preparation and equipment needed for permanent darkroom equipment.

BILL 36SL32 PASSED THE 36TH LEGISLATURE UNANIMOUSLY ON MONDAY, APRIL 29, 2002.

Christopher Richardson, SGA President

Jason C. Miller, SGA Executive VP

SGA Funding Bill – Interdisciplinary Event Example

Bill 50ccXX – Supplemental Funding for the STIR 24-Hour Arts Festival – Submitted by Student Art Corps, Alpha Psi Omega, Ad Hoc Productions, Starving Artists Productions, STIPE Society, Mollie Jonas, S. Elizabeth Newman, Stephanie Bruno, Andrew Simon, Caitlin Nisos, Christina Wallace

Whereas, Student Art Corps is perpetually chartered by the College Council,
and

Whereas, Alpha Psi Omega is perpetually chartered by the College Council,
and

Whereas, Ad Hoc Productions is perpetually chartered by the College
Council, and

Whereas, Starving Artist Productions is perpetually chartered by the
College Council, and

Whereas, the STIR 24-Hour Arts Festival will be an interdisciplinary arts
event in which students create original and new works of art in 24
hours, and

Whereas, the STIR 24-Hour Arts Festival will take place from 6:00 p.m.
September 16 through 6:00 p.m. September 17, 2005, and

Whereas, the STIR 24-Hour Arts Festival will have a showcase for the artists on September 19, 2005 from 8:30-11pm at a Coffeehouse in the Schwartz Theater Lab, and

Whereas, the STIR 24-Hour Arts Festival will be open to all Emory students, and

Whereas, the STIR 24-Hour Arts Festival will allow Emory students to express their creativity in a public forum, and

Whereas, the main focus of the STIR 24-Hour Arts Festival showcase is to demonstrate the created artworks, and

Whereas, the STIR 24-Hour Arts Festival will beautify and enliven Emory's campus with original, artistic creations in a public forum, and

Whereas, food is a central theme and necessary component of the STIR 24-Hour Arts Festival, and

Whereas, **\$5,369.97** is required to hold this event.

Therefore, let it be resolved by the 50th College Council that Student Art Corps be allocated **\$2,219.97** for the following:

Band performance Honoraria (see addendum A)	\$ 700.00
Tent rental (see addendum B)	\$ 705.00
Dad's Garage performance Honorarium	\$ 500.00
Art supplies (see addendum C)	\$ 399.95
EPD Security Officer honorarium	\$ 314.64
Banner printed at Kinkos	\$ 120.00
Sheets to create banners for each tent	\$ 15.00
Advertising (see addendum D)	\$ 301.00
<i>Total non-food:</i>	<i>\$3,055.59</i>
Food (see addendum E)	\$2,314.38
Total (food + non-food):	<u>\$5,369.97</u>

Self-generated funds:

Emory College:	\$1,000.00
Student Activities Office:	\$ 500.00
Theater Emory:	\$ 300.00
Theater Studies Department:	\$ 300.00
Concerts Division:	\$ 300.00
Music Department:	\$ 200.00

Dance Program:	\$ 150.00
STIPE Society:	\$ 150.00
Creative Writing Program:	\$ 150.00
Art History Department	\$ 100.00
Total Self-generated:	<u>\$3,150.00</u>

**Total Amount Requested from College Council: \$5,369.97 - \$3,150.00 =
\$2,219.97**

Addendum A – Band Honoraria

Will Scruggs Jazz Quartet	\$ 600.00
Emory Band	\$ 100.00
TOTAL BAND HONORARIA	\$ 700.00

Addendum B – Tent Rental

3 12x12 tents	\$ 405.00
1 20x20 tent	\$ 200.00
TOTAL TENTS	\$ 705.00

Source: MetroTent

Addendum C—Art Supplies

¹ Canvas Roll (72" x 6 yds)	\$ 100.75
² Brushes (20 brushes of various sizes)	\$ 80.00
² Paint (Lowe's color matching returns, approx 10 gallons)	\$ 75.00
³ 2 In. x 4 In. x 8 Ft. Pressure Treated Lumber, 10 boards	\$ 36.90
³ 2 Hot glue guns	\$ 29.90
³ Plywood (2 sheets, 1/2 In. x 4 Ft. x 8 Ft.)	\$ 28.50
³ 50 hot glue sticks	\$ 18.99
¹ Titebond Gallon Original Wood Glue	\$ 14.96
¹ 3" wood screws, box of 200	\$ 14.95
TOTAL ART SUPPLIES	\$ 399.95

Source: ¹ Binder's Art Supplies; ² Lowe's; ³ Home Depot

Addendum D – Advertising

2 2x8 Emory Wheel Ads	\$ 168.00
2000 ¼ page Fliers	\$ 45.00
4 Sandwich Boards printed at Kinkos	\$ 88.00
TOTAL ADVERTISING	\$ 301.00

Addendum E – Food Expenses

¹ 125-person Willy’s Burrito Bar (<i>\$3.48/ea</i>)	\$ 868.75	250 servings
² 40 feet of Giant Subs from Subway (<i>\$1.10/ea</i>)	\$ 440.00	400 servings
³ 30 Domino’s Pizzas (1-topping larges) <i>servings (\$1.50/ea)</i>	\$ 180.00	120
⁴ 124 2-Liters of Coke Products (<i>\$0.18/ea</i>)	\$ 132.99	744 servings
⁵ 4 Publix ½ sheet brownie cakes <i>servings (\$0.62/ea)</i>	\$ 99.96	160
⁵ 400 Publix cookies (<i>\$0.25/ea</i>)	\$ 99.80	400 servings
⁴ 25 20oz bags of Lays Potato Chips <i>servings (\$0.47/ea)</i>	\$ 94.75	200
⁴ 20 2.5-Gallon Jugs of distilled water (<i>\$0.11/ea</i>)	\$ 89.40	800 servings
⁶ 4 10-Gallon drums of Emory Dining coffee <i>servings (\$0.11/ea)</i>	\$ 70.00	640
⁵ 50-person Publix Fruit trays (<i>\$1.21/ea</i>)	\$ 60.45	50 servings
⁷ 4 Panera Bagel Packs (13 bagels, 2 spreads ea) <i>servings (\$0.85/ea)</i>	\$ 43.96	52
⁴ 14 96-oz Bottles of Juice (Apple, Grape, Orange) <i>servings (\$0.24/ea)</i>	\$ 40.54	168
⁴ 1000 Plastic cups (<i>\$0.03/ea</i>)	\$ 32.85	1000 servings
⁴ 125 Breakfast/Granola bars (<i>\$0.25/ea</i>)	\$ 31.48	125 servings
⁴ 1000 Paper plates (<i>\$0.01/ea</i>)	\$ 11.44	1000 servings

⁴ 1200 Paper Napkins <i>servings (\$0.01/ea)</i>	\$ 10.18	1200
⁴ 300 Plastic forks <i>(\$0.03/ea)</i>	\$ 7.83	300 <i>servings</i>
TOTAL FOOD <i>(avg \$2.44/ea)</i>	\$2,314.38	950 <i>meals</i>

Source: ¹Moe's; ²Subway; ³Domino's; ⁴Sam's Club; ⁵Publix; ⁶Emory Dining;
⁷Panera