

Student services

Eliot hall 218

student-services@reed.edu

Mike Brody, vice-president and dean

Jen Negen, exec. assistant to the vp and dean

This office deals with all aspects of student life. They can be helpful with special projects and may even be able to co-sponsor your event.

Multicultural resources center

Gray campus center 102

combsr@reed.edu

bonners@reed.edu

Rhea Combs, assistant dean, multicultural affairs

Sirius Bonner, student programs coordinator

The MRC offers resources on a wide variety of multicultural topics. Staff members can help you organize events and offer resources such as books and movies. The MRC may also be interested in co-sponsoring your event.

Residence life

28 west building

res-life@reed.edu

Michelle Waldron, administrative assistant

If you are planning on holding an event in a dorm, you must check with the resident director of that building to make sure the space is not already being used and that the event is appropriate for the location.

Sports center

lombardm@reed.edu

Michael Lombardo, director

These folks can help you plan an outdoor trip, find a van driver, or point you toward fun physical activities in the Portland area. For van certification, e-mail Justin Wickens directly, wickensj@reed.edu.

This brochure is one in a series on achieving effective campus involvement

- who's who at Reed
- budgeting
- contracting
- event planning
- funding
- passing it on
- publicity
- student activities programs and resources
- conflict resolution
- showing movies on campus

guide to Who's who at Reed

a directory of helpful
contact information

For more information, please stop by the student activities office in Gray Campus Center 104, call us at 503-788-6692, or email student-activities@reed.edu

REED

Student Activities Office
Gray Campus Center 104
503-788-6692
student-activities@reed.edu

There are many resources you will want to explore when you are coordinating events and programs on campus. Get to know the individuals in the offices and student organizations listed below, who will not only be great sources of information, but may even be interested in co-sponsoring events with your group.

Student activities office

Gray campus center 104

student-activities@reed.edu

Noelle Faricy, staff assistant

Start here for all of your event planning needs, including event registration, information on bands and speaking contracts, fire pit and structure registration, and more. We also have some funds to help you out if you don't have quite enough in your budget.

Conference & events planning office

Kaul auditorium building

cep@reed.edu

Megan McElroy, campus events coordinator

Once you've registered an event with student activities, CEP makes it happen. These individuals coordinate with many others on campus and will make sure that your event runs smoothly. Look for an event confirmation from CEP regarding your event details. CEP also coordinates campus events. reed.edu/campus-events. Check here to see what else is scheduled the time of your event.

Community safety

28 west building

fagerstr@reed.edu

Rick Fagerstrom, Operations Manager

Community safety can also assist with your event planning. Contact them if you are planning on inviting off-campus guests or if you need some advice about safety-related issues.

Student senate

senate@reed.edu

sin.reed.edu/senate

Celia Hassan, president

Austin Campbell, vice-president

The Senate is actively involved in many aspects of events at Reed. Contact the Senate if you would like to advertise your event off campus. They are very interested in making sure that events run well and don't damage property or cause undue pressure on the community. Check with student activities for the current meeting time.

Senate finance committee

money@lists.reed.edu

sin.reed.edu/finance

Austin Campbell, finance committee chair

The Senate also allocates funding for events during the academic year through the finance committee. To request funds, fill out the form on SIN and then attend the next finance committee meeting. Funds will then be discussed and approved or denied at the next Senate meeting. Don't sign contracts with bands or speakers until you know that you have the funds. Check with student activities for the current time and location of finance committee meetings.

Student union (SU)

showelln@reed.edu

sin.reed.edu/su

Nina Showell, manager (reservations)

Sam Weinrott, assistant manager (cleaning)

The SU is managed by students and serves as a primary space for many student coordinated events. Since the SU is independently managed, the SU manager must approve your reservation. Check the website for availability.

Sound kollektiv

sound-kollektiv-owner@lists.reed.edu

sin.reed.edu/sk/

Sean Lerner, signator

Sound kollektiv is a student-run sound production company that provides support for events in the SU and other places on campus. Get a quote and arrange for their services through sin.reed.edu/sk. Make sure to include their fee in your budget planning.

Facilities services

Physical plant building

facilities-services@reed.edu

Michele McPherson, office assistant

Always take these folks into consideration when you're planning an event. If you don't clean up after your event, they'll have to. They can provide advice on how to not damage buildings and grounds while still meeting your event goals. They also do set-up for your events, reserve vans, and distribute keys. You can request their services through the event registration process.

Audio visual services

av.services@reed.edu

web.reed.edu/avservices

The AV staff members will assist you with your technical needs including microphones, computer projections, video projections, etc. Request their services through the student activities registration and then confirm directly with AV staff members.