

Quick Reference Guide – Event Scheduling Event Planning Resources & Event Support Team

View Confirmed Events/Check Space Availability:

Go to my.american.edu > Click on Activities & Events > Under General Links > Click on [AU Events](#)

Online UES Space Request:

Log into my.american.edu > Click on Activities & Events > Under Personalized Links >

Click on [UES Space Request](#)

*Outdoor, MGC Tavern, Table & Display Case Requests available on the UES Website > Forms

Tip:

On your web browser, bookmark the University Center and UES Websites!

UC: www.american.edu/ocl/uc

UES: www.american.edu/ocl/uc/ues

Office/Dept:	When to contact:
University Center - http://www.american.edu/ocl/uc Main Line: (202) 885-3900 UC Info Desk: (202) 885-3387 university_center@american.edu	Requesting easels, directional signs, coat racks, pipe & drape, and staging within University Center event spaces Requesting electronic media display information and/or posting policy information Requesting banner space for Mary Graydon Center & Butler parking garage (FSR needed)
Facilities Management (202) 885-2FIX (2349) Fax: (202) 885-1162 2fix@american.edu <i>Support Services, Building Maintenance, Housekeeping, Grounds</i>	Requesting tables/chairs and extra trash cans for outdoor activities Requesting electricity needs in outdoor spaces Ensuring sprinklers are off for outdoor activities
AU Audio/Visual - http://www.american.edu/cte/av Eric Gordon (202) 885-2296 av@american.edu	Requesting A/V for your event, i.e. LCD/data projectors, microphones, etc.
Catered Events: Catering by Bon Appetit (AU Catering) – (202) 885-3180 or (202) 885-3181 Keith Costas, Director of Catering kcostas@american.edu Rasheda Clark, Catering Coordinator rclark@cafebonappetit.com *See UES Website for Off-Campus Catering/Food Service & AU Alcohol Policy	Requesting AU Catering for your event Linens and table skirting Communicating room set-up information when your event is scheduled in MGC Rooms 1-6
Office of Special Events - http://www.american.edu/specialevents Lisa Arakaki, Co-Director (202) 885-2430 larakak@american.edu Katherine Kirlin, Co-Director (202) 885-2431 kkirlin@american.edu	The Special Events staff can assist with and advise on event-related issues including: <ul style="list-style-type: none"> o Invitations: proper wording, invitation samples o Protocol: proper titles and forms of address, flag etiquette, table seating o Set-up: AU banners, podium logos, flags (AU, US, DC, country, school and college flags) o Event promotion: University Master Calendar, Bender Tunnel Electronic Board o Vendor suggestions: caterers, rental companies, off-campus venues, banners and signs, calligraphy, envelope addressing, AU-related gifts, etc. o VIP speakers: ambassadors, elected officials, royalty, CEO's
Public Safety - http://www.american.edu/finance/dps (202) 885-2527 (non-emergency) Lieutenant Martin L. Pfeifer, Security Coordinator for Special Events (202) 885-2571	Public Safety should be contacted when scheduling: <ul style="list-style-type: none"> o Events with high-profile or controversial guests/speakers o Athletic events o Concerts o Events with cash handling o Events involving large crowds/participants o Ballard removal for rental deliveries/on-campus vehicle access
Transportation Services - http://www.american.edu/finance/ts (202) 885-3630	For any special parking or transportation needs