

Use Guidelines for 239 Altgeld Hall

You should have already:

- Confirmed event date(s) with Tori Corkery (263 Altgeld, corkery@illinois.edu)
- Confirmed event date(s) with Mark Drennan (221 Altgeld, drennan@illinois.edu) if hotel rooms are needed

To obtain access:

- See Aaron Brewer (273 Altgeld, ambrewer@illinois.edu) to reserve the room AND arrange for a time to rearrange it, if necessary
- See Laura Owen (221 Altgeld, lowen@illinois.edu) for key card access

To order food and beverages (recommended at least one month in advance):

- See Laura Owen (conferences, 221 Altgeld, lowen@illinois.edu) or Ann Byers (all other events, 221 Altgeld, annbyers@illinois.edu)

To rearrange room for event:

- YOU or your designee must rearrange the room in advance of your event.
 - Do not move tables with computers.
 - Tables without computers, partitions, and whiteboards have locks on the casters (wheels); unlock them before moving; relock when set
 - Chairs may be stacked up to 4 high
 - Unneeded furniture may be moved to the south side of the room, using the rolling partitions as a divider
 - The rolling partitions may be used for posters, using push pins.
- YOU or your designee must meet the caterers.

Following the event, YOU or your designee must:

- return the room to the classroom layout (this means the seven square tables are evenly placed in room with 4 chairs at each table; partitions should be returned to corner.
- be sure trash is in the trash cans
- be sure spills are cleaned up
- turn the lights are off and close the door tightly
- return the key card (if applicable) to Business Office

*If you have questions about planning your event, contact Laura Owen (conference) or Ann Byers (non-conferences) in the Business Office.