Use Guidelines for 239 Altgeld Hall

You should have already:
  o Confirmed event date(s) with Tori Corkery (263 Altgeld, corkery@illinois.edu)
  o Confirmed event date(s) with Mark Drennan (221 Altgeld, drennan@illinois.edu) if hotel rooms are needed

To obtain access:
  o See Lori Dick (273 Altgeld, l-dick@illinois.edu) to reserve the room AND arrange for a time to rearrange it, if necessary
  o See Wendy Harris (221 Altgeld, wgharris@illinois.edu) for key card access

To order food and beverages (recommended at least one month in advance):
  o See Adrienne Harris (conferences, 221 Altgeld, harris2@illinois.edu) or Ann Byers (all other events, 221 Altgeld, annbyers@illinois.edu)

To rearrange room for event:
  o YOU must arrange for someone to rearrange the room in advance of your event. See sample layout below.
    o Do not move tables with computers. If this is necessary, contact Tony Mullen (129 Altgeld, help@math.uiuc.edu) at least one week in advance of the event.
    o Tables without computers, partitions, and whiteboards have locks on the casters (wheels); unlock them before moving; relock when set
    o Chairs may be stacked up to 4 high
    o Unneeded furniture may be moved to the south side of the room, using the rolling partitions as a divider
    o The rolling partitions may be used for posters, using push pins.
  o YOU must have someone meet the caterers.

Sample arrangement for a reception:

![Sample arrangement for a reception diagram]
Following the event, YOU must:
- return the room to the classroom layout (see below)
- 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

Reset to this classroom arrangement:

*If you have questions while planning for your event, contact Adrienne Harris (conference) or Ann Byers (non-conferences) in the Business Office