

UNO EVENT CONTACTS

CAMPUS SECURITY, PARKING, AND UNLOCKING OF DOORS:

Campus police – 504-280-6666

FACILITIES – TABLE & CHAIR DELIVERIES, MAINTENANCE, GROUNDS

Deborah Leitz Hadaway – dleitz@uno.edu / 504-280-1292

FACILITIES - CUSTODIAL SERVICES

John Young – jmyoung3@uno.edu / 504-280-1265 / 504-650-9930 (mobile)

GUEST WIFI

Bill Sheffield - bill.sheffield@uno.edu / 504-280-6631

Request form - <http://www.uno.edu/information-technology/service-request-forms.aspx>

CATERING

unocatering@compass-usa.com / 985-772-0859

Online orders – <https://dineoncampus.com/nola/catering-information>

LAKEFRONT ARENA

David Armond – David.Armond@uno.edu / 504-280-7171

Marco Perez - Marco.Perez@uno.edu / 504-280-7172

<http://arena.uno.edu>

ALUMNI CENTER / LINDY BOGGS / CAMPUS BOOKINGS

Rafa Lugo – ralugo1@uno.edu / 504-280-2665

Katie Comer – kcomer@uno.edu / 504-28-4726

<http://campusbooking.uno.edu>

*Have standard contract for use of venue space at UNO.

CAMPUS BOOKINGS – CLASSROOMS

Cathy Simoneaux (Registrar's Office) - cmsimon2@uno.edu / 504-280-4721

Sarah Barry - smberry1@uno.edu / 504-280-6996

*note: classrooms are not able to be reserved until after classes are scheduled each semester

UNIVERSITY CENTER - <http://www.uno.edu/uc/rooms/index.aspx>

Delilah Hall - dahall@uno.edu / 504-280-6337

Patrick Lin - clinn@uno.edu / 504-280-6384

*after hours – questions can be directed to front desk staff

TRAC - <http://www.uno.edu/trac/index.aspx>

Suzy Calamari - scalamar@uno.edu / 504-280-5700

ENGINEERING AUDITORIUM

Kim Jovanovich - kjovanov@uno.edu / 504-280-1366 / 504-343-8211 (mobile) – College of Engineering

INSURANCE/ LIABILITY

Sherri Ganucheau - sganuche@uno.edu / 504 -280 – 6768

*UNO's Risk Management Coordinator. Reviews consent form used for outreach events with schools/students and advises on insurance issues.

CONTRACTS / INSURANCE

Steve Kolz - skolz@uno.edu / 504-280-6154

*UNO's Director of Materials Management and Contracts Administrator. Reviews other contracts related to events and insurance issues.

MARKETING/PR <http://www.uno.edu/university-marketing/>

Sarah Bergez – sjmarti2@uno.edu / 504-280-1159 – approves use of UNO logo

Adam Norris - amnorris@uno.edu / 504-280-6939 - promote events; media contacts

Rebecca rrcatala@uno.edu / 504-280-6832 – on campus news stories and event photography

Mallory Moore - mmoore@uno.edu / 504-280-1235 – print materials

Add an event to UNO calendar: calendar@uno.edu

ADMISSIONS

Martin Smith – mdsmit10@uno.edu / 504-280-7014

Stephanie Moore-Kreamer (STEM-specific events) - smmoorek@uno.edu / 504-280-7385

*Advise of outreach events (on and off campus) involving K-12 students/schools as possible recruitment opportunities.