

# **Contact List for Event Organizers**

Events in the following Spaces: **Houston Hall, Irvine Auditorium & Outdoor College Green**

## **Event Planning needs or general questions**

### **before your event**

Event Coordination Staff can be reached during Office Hours at **215-898-5552** or email your assigned event coordinator.

### **During your event**

- **Building Manager on Duty** at 215-399-6019
- **ULSE Office Staff during Office Hours** at 215-898-5552
- **Houston Hall Info Desk** at 215-898-4636
- **Allied Guard** (guard no-show) at 215-573-9224

**Audio Visual Issues should be directed to the Building Manager on Duty for troubleshooting.** If your event requires on-call technical assistance, this is subject to a labor fee.

## **In case of an emergency or medical needs**

**Contact Public Safety** at 215-573-3333 | 511 (campus phone)

**Public Safety General Information** at 215-898-7297

# **Contact List for Event Organizers**

Events in the following Spaces: **The ARCH**

## **Event Planning needs or general questions**

### **before your event**

Event Coordination Staff can be reached during Office Hours at **215-746-6067** or email your assigned event coordinator.

### **During your event**

- **Building Manager on Duty** at 215-399-6019
- **ARCH Info Desk** at 215-746-6067
- **Allied Guard** (guard no-show) at 215-573-9224

**Audio visual issues should be directed to the Building Manager on Duty for troubleshooting.** If your event requires on-call technical assistance, this is subject to a labor fee.

### **In case of an emergency or medical needs**

**Contact Public Safety** at 215-573-3333 | 511 (campus phone)

**Public Safety General Information** at 215-898-7297

# Contact List for Event Organizers

Events in the following Spaces: **Central Pool Classroom Spaces**

Please note ULSE staff reserves special events in CPC rooms, *but we are not the building administrators of these spaces.*

Local Support varies per building. **Building Administrators** are available for help with facilities and physical plant problems. **Technical support** M-F before 9:00 AM or after 4:30 PM is limited. If the LSP is unavailable, please call 215-898-9550. A Classroom Technology Services technician may be able to assist.

All contact information can be found at [Support and Contact Information - Penn Provost \(upenn.edu\)](#)

**Local support will not be available after hours or on the weekends.** If your event needs on-call, technical day-of assistance in a classroom, this is subject to a labor fee.

## Event Planning needs or general questions **before your event**

Event Coordination Staff can be reached during office hours at 215-898-5552 or email your assigned event coordinator.

## During your event

- **ULSE Office Staff during Office Hours** at 215-898-5552
- **Allied Guard** (guard no-show) at 215-573-9224
- Classroom technology issues only **M-F 9am to 4:30pm** at 215-898-9550

## In case of an Emergency or medical needs

**Contact Public Safety** at 215-573-3333 | 511 (campus phone)

**Public Safety General Information** at 215-898-7297