

## Room Scheduling / Set-Up

Room	Contact	Ext	Capacity
Babbitt Meeting Room in Farber .....	Cindy Brown..... OR Martha Nimmo .....	5540..... 5534	9-11
Barbara Collie Room in Library .....	Eric Deatherage.....	5610.....	6-8
Classrooms.....	Jennifer Gilliam .....	5740.....	24-30
Davidson Hall #122 – Training Room.....	Kerry Whitehead..... OR Steven Wolven .....	5518..... 5541	12 w/SMART setup
Davidson Hall #124 – Conference Room .....	Kerry Whitehead..... OR Steven Wolven .....	5518..... 5541	8
Elsie Plaster Auditorium.....	Fine Arts Admin. Asst. ....	5470.....	400
Elsie Plaster Museum.....	Fine Arts Admin. Asst. ....	5470.....	200 w/tables, 275 w/o
Fireside Room.....	Mark Aubuchon .....	5644.....	30
Friends of the Library Conference Rm .....	Eric Deatherage.....	5610.....	8-10
Gym/Athletic fields.....	Shirley Gray .....	5426	
Lee Library Rooms .....	Eric Deatherage.....	5610.....	6-8
Newton Hall Conference Room.....	Martha Nimmo..... OR Cindy Brown .....	5534..... 5540.....	48 w/ 8 tables, 75 w/o tables 24 around rectangle
Student Center.....	Mark Aubuchon .....	5644	
Williams Building Conference Room.....	Karen Fink .....	5720.....	14-16
Wright Conference Center in Farber.....	Cindy Brown..... OR Martha Nimmo .....	5540..... 5534.....	350-400 w/o tables 200-230 w/tables
Room Set-Up .....	Melinda Harmon .....	455-6484 (cell)	
	OR Michael Moon .....	456-1502 (cell)	
Projector & Technology Needs.....	Steven Wolven..... OR Kerry Whitehead .....	5541 5518	

Cindy Brown, 5540, or Martha Nimmo, 5534, can schedule all rooms that are listed on the Crowder website Events Calendar if the above contact person cannot be reached.

Wright Conference Center info: A&C seat 100 each w/o tables, B seats 150 w/o tables; Tables available: 48 rectangular seat 6-8 each; 30 5' round tables seat 6-7 each; 350 matching folding chairs are available, more can be added if needed.