

# Event Planning Quick Reference List

<b>Event Services</b>		Location- BH 320	985-5578
		<a href="http://daf.csulb.edu/offices/vp/event_services/">http://daf.csulb.edu/offices/vp/event_services/</a>	
University Events Master Calander		<a href="http://specialevents.csulb.edu/mastercalendar/">http://specialevents.csulb.edu/mastercalendar/</a>	
<b>Venue Resource Contacts</b>			
<b>Venue</b>	<b>Contact</b>	<b>E-mail</b>	<b>Phone</b>
Anatol Conference Center	Lori Vidal	<a href="mailto:AE-Anatolcenter-AS119@csulb.edu">AE-Anatolcenter-AS119@csulb.edu</a>	985-2351
Athletics Area's	Cameron Ungar	<a href="mailto:cameron.ungar@csulb.edu">cameron.ungar@csulb.edu</a>	985-8561
BACC	Dyanne Roper	<a href="mailto:dyanne.ropor@csulb.edu">dyanne.ropor@csulb.edu</a>	985-7794
Bookstore Conference Room	Maryann Russo	<a href="mailto:FNS-Receptionist@csulb.edu">FNS-Receptionist@csulb.edu</a>	985-2665
Classrooms & Outside Area's on campus	Pamela Jesse	<a href="mailto:pamela.jesse@csulb.edu">pamela.jesse@csulb.edu</a>	985-5578
Cole/Music	Colleen Ryan	<a href="mailto:colleen.ryan@csulb.edu">colleen.ryan@csulb.edu</a>	985-4911
CPAC	Patti Sandord	<a href="mailto:patti.sanford@csulb.edu">patti.sanford@csulb.edu</a>	985-8580
Dance	Sylvia Rodriguez	<a href="mailto:sylvia.rodriguez@csulb.edu">sylvia.rodriguez@csulb.edu</a>	985-2024
Inramural Fields	Shonnick Anderson	<a href="mailto:shonnick.anderson@csulb.edu">shonnick.anderson@csulb.edu</a>	985-5578
Japanese Garden	JGCoordinators	<a href="mailto:jgcoordinators@csulb.edu">jgcoordinators@csulb.edu</a>	985-8889
Multicultural Conference Room	Cynthia Schultheis	<a href="mailto:multiculturalcenter@csulb.edu">multiculturalcenter@csulb.edu</a>	985-8150
The Pointe	Lisa Dignadice	<a href="mailto:lisa.dignadice@csulb.edu">lisa.dignadice@csulb.edu</a>	985-4187
USU - Student Union/Soroptimist House	Arlene Macavinta	<a href="mailto:arlene.macavinta@csulb.edu">arlene.macavinta@csulb.edu</a>	985-5205
University Theater	Colleen Ryan	<a href="mailto:colleen.ryan@csulb.edu">colleen.ryan@csulb.edu</a>	985-4911
Player & Studio Theaters	Ashley Ehlers	<a href="mailto:ashley.boehneehlers@csulb.edu">ashley.boehneehlers@csulb.edu</a>	985-5905
Martha B. Knoebel Dan Theater	Sean Conlin	<a href="mailto:sean.conlin@csulb.edu">sean.conlin@csulb.edu</a>	985-4293
<b>Audio &amp; Visual Tech Equipment Check Out</b>		Location- PH2-117	985-4962
		<a href="http://web.csulb.edu/divisions/aa/academic_technology/itss/css/#">http://web.csulb.edu/divisions/aa/academic_technology/itss/css/#</a>	
<b>Facilities Online Request -Tables &amp; Chairs</b>		<a href="#">Online Workorder Request</a>	985-4357
		<a href="http://ppfm-8iapp.campus.ad.csulb.edu/pls/famis8i/loc.login">http://ppfm-8iapp.campus.ad.csulb.edu/pls/famis8i/loc.login</a>	
<b>Parking Online Request</b>		<a href="#">Guest Parking Permit Request</a>	985-8442 (VIC)
		<a href="http://daf.csulb.edu/offices/ppfm/parking/parking-permit-request-form.php">http://daf.csulb.edu/offices/ppfm/parking/parking-permit-request-form.php</a>	
<b>Campus Contracted Catering Vendors</b>			
Beach Catering		<a href="mailto:beachcatering@csulb.edu">beachcatering@csulb.edu</a>	562-985-4971
Jay's		<a href="http://www.jayscatering.com">www.jayscatering.com</a>	714-636-6045
Grand Food & Beverage		<a href="http://www.grandfandb.com">www.grandfandb.com</a>	562-426-0555
Newport.Naples Rib Company		<a href="http://www.ribcompany.com/catering">www.ribcompany.com/catering</a>	562-439-7427
TGIS Catering		<a href="http://www.tgiscatering.com">www.tgiscatering.com</a>	562-492-9555
<b>On Campus Restauants</b>			
Chartroom	Becky Drouin	Invoice	562-985-4090
Nugget Grill & Pub	Margie Ramirez	Invoice	562-985-4133
Outpost	Salvador Guardado	Invoice	562-985-7734
Starbucks- Univ. Dining Plaza	Sofia Alonzo	Purchase- No Invoice	562-985-7594
Starbucks- Library Location	Erica Miller	Purchase- No Invoice	562-985-2236
Coffee Bean & Tea Leaf	Manager	Invoice	562-985-3477
Domino's - off Campus Palo Verde/Stearns	Manager	Invoice	562-594-4506
Sbarro Pizza	Manager	Invoice	562-498-3737
El Pollo Loco	Manager	Invoice	562-985-2362
Panda Express	Manager - Jer	Purchase- No Invoice	562-597-8198
<b>Travel and Hotel</b>			
CSULB- Giselle's Global Travel	Airfare/Car Rental	<a href="mailto:corporateres@globaltrav.com">corporateres@globaltrav.com</a>	800-388-3238
<b>Hotel-</b>			
Ayres Hotel Seal Beach- Contract		<a href="mailto:kphillips@ayreshotels.com">kphillips@ayreshotels.com</a>	562-596-8330
Hilton Hotel - Contract			562-983-3400
The Pacific Inn- CSULB Rate			562-493-7501
Hyatt- The Pike Long Beach -CSULB Rate			562-436-1047
Holiday Inn Long Beach Airport- CSULB Rate			562-597-4401
Long Beach Marriott -Airport Plaza Dr. CSULB Rate			562-425-5210
Westin Long Beach-333 E Ocean Blvd CSULB Rate			562-436-3000