

Student Reception Information

Since the student is on Samford's campus and is more acquainted with locations it is preferable that they handle arrangements for the receptions.

Reserving the receptions location – The applied professor will do this when the student has decided upon a location. Dr. Dalton will do this for instrumental students who study with an adjunct teacher.

Tables and Trash Cans (listed under Resources in SPACES)

- Select 8 foot tables
- If University Catering is not being used, the student will need to provide table cloths
- Trash cans need to be ordered
- Once the resource is selected, it shows up on the right-hand side of the page; select “view and modify occurrences” to indicate the quantity and to give any set-up instructions. Include date/time the resources should be delivered and picked up in the set-up instructions. Please note that resource deliveries/pick-ups take place only Mon – Fri during normal work hours 8-4; no weekend deliveries – this means if there's a Saturday recital/reception, the resource(s) will be delivered on Friday and “live” in that location until the performance.

Electrical Outlets

- Brock Lobby – yes
- LSW Lower Lobby – yes
- Boren Courtyard – near the Bandroom doors
- Rose Garden - no

Reception Locations with SPACES locations in CAPS

- Brock Lobby - JHBRK 100
 - Refreshments allowed in Brock Lobby (catered by Sodexo Catering)
 - *Sugar Cookies*
 - *Peanut Butter Cookies*
 - *Oatmeal Raisin Cookies*
 - *White Sparkling Grape Punch*
 - *Water*
- LSW Lower Lobby - LSWFA LOUNGE
- Boren Courtyard – HPBCG CT
 - Rain plan – move tables into the 2nd floor hallway of Brock
- Rose Garden outside of Harrison Theatre – BOLDING GARDEN
 - Rain plan – move tables into the 2nd floor hallway of Buchanan Hall

- Harrison Theatre Hallway – You must get permission from the Theatre Department (Dr. Sandley) to use this space.

Campus Catering

Contact for Sodexo Catering is Donna Lloyd dllloyd@samford.edu