



inventory consists of 8 six foot tables and 75 chairs. Exceptions to the set-up guidelines may be made for VIP events by the President's Office and Institutional Advancement. A request for Event Services should be submitted two weeks prior to the event to initiate timely communication among campus resource departments and individuals who will be affected by, or required to support the event. An IDC account number must be provided for any fiscal responsibility and/or unpaid fees related to the event.

A general PDF floor plan as well as pre-approved set-ups, are available on the [Site Plans](#) page. An editable version is also available, where the organizer would need to download a special program such as Google SketchUp. That program is free and Vectorworks is compatible as well, which is free with an education license. Organizers are encouraged to directly edit the file for the event set-up to minimize back-and-forth communication with Oxy Arts, while also providing an opportunity to learn new software.

No wall hangings or installations are allowed in Black Box space. Use of the grid space is allowed with prior approval from Oxy Arts.

Sound will travel between spaces. Amplified sounds will be allowed contingent on events occurring in the Gallery, on a case-by-case basis.

The Black Box space is media capable, with specifics listed in 25Live. Please coordinate directly with Oxy Arts for all AV/Media/Sound needs.

#### **STUDENT EVENT GUIDELINES:**

Students may submit requests for this location for club or department related events. For student club events, space requests must be submitted through a Program Coordinator at SLICE. For department related events, space requests must be submitted through the department coordinator.

Student events must have an Oxy staff or faculty sponsor that oversees the event planning.

Additional professional staff may be required to be present at the event, depending on review of the event type, crowd size, and other factors.

#### **CATERING GUIDELINES:**

Events hosted by Oxy Arts and the 5 Arts majors and minors may have catering by Campus Dining or an external vendor, provided the external vendor meets the College's [Outside Food Guidelines](#).

For non-Arts Oxy departments and external groups, no Campus Dining or external food

For Campus Services and Maintenance, please contact Oxy Arts directly.  
External/community groups should contact Oxy Arts directly for space reservations,  
either by phone: (323) 259-1317 or email: [oxyarts@oxy.edu](mailto:oxyarts@oxy.edu). The Community Programs  
Coordinator of Oxy Arts will be the initial contact, who will be responsible for inputting  
the event into 25Live.