

# Who to contact if you need to....

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**Order tables, chairs, electricity, ground signs, or trashcans, etc. for an outside event space that is not serviced by a building:**

Visit [www.rowan.edu/rowanworks](http://www.rowan.edu/rowanworks)

**Request Catering services or want to request to bring your own food:**

Director of Gourmet Dining Catering, Michael Caramanica x4630

[mcaramanica@gourmetdiningllc.com](mailto:mcaramanica@gourmetdiningllc.com)

**Set up an event consultation or special event meeting *OR* you want to sell tickets at the Information Desk:**

Rhiannon Napoli, Assistant Director, Student Center x4756

[Napoli@rowan.edu](mailto:Napoli@rowan.edu)

**Find the best space in the Student Center for your event:**

Vinnie Surace, Facilities and Operations Coordinator, Student Center, x4634

[Surace@rowan.edu](mailto:Surace@rowan.edu)

-OR-

NaQuan Redd, Graduate Assistant, Student Center, x4605

[Redd@rowan.edu](mailto:Redd@rowan.edu)

**Reserve a Vendor Table:**

Kaitlin Shaginaw, Program Assistant, Student Center x4607

[Shaginaw@rowan.edu](mailto:Shaginaw@rowan.edu)

**Coordinate a responsive event or demonstration:**

Rhiannon Napoli, Assistant Director, Student Center x4756

[Napoli@rowan.edu](mailto:Napoli@rowan.edu)

**Request a digital signage account:**

Jeff Williams, Graduate Assistant, Student Center, x4605

[williamsje@rowan.edu](mailto:williamsje@rowan.edu)

**Confirm parking for your event:**

Parking Services x4575

[Parking@rowan.edu](mailto:Parking@rowan.edu)

**Hold a fundraiser:**

Visit the SGA office to pick up a Fundraising Form ([link to form](#))

Or contact SGA Chief Financial Officer

[SGACFO@rowan.edu](mailto:SGACFO@rowan.edu)

**Technical services that a facility can't supply for you:**

Visit the SUP Tech Director in CSC room 117

Or contact one of these University approved vendors:

Spellcaster Productions, 609-567-4824

Toner Sound, 610-485-9300

Airport Sound, 856-456-3133

**Request SGA bus or van:**

Fill out the Bus/Van Authorization Forms here:

<http://www.rowan.edu/clubs/sga/forms.php>

Or Contact Brigid Rafferty, SGA Transportation Coordinator, x4544

[raffertyb@rowan.edu](mailto:raffertyb@rowan.edu)

**Print signs, posters, or banners:**

Visit: [rowan.edu/printcenter](http://rowan.edu/printcenter)

Duplicating Center

856-256-4623

Or contact one of these University approved vendors

Astro Signs - Chris Painter

230 East High Street

Glassboro, NJ 08028

856-881-4300

Ace Screen Printing- Adam Szyfman ([sales@acescreenprintingnj.com](mailto:sales@acescreenprintingnj.com))

24 High St W,

Glassboro, NJ 08028

856-881-1188

Bellia Print and Design

190 William Dalton Drive

Glassboro, NJ 08028

[Belliaprinting.com](http://Belliaprinting.com)

856-582-4004

**Co-sponsor an event with Rowan After Hours:**

Megan McHugh x4879

[mchughm@rowan.edu](mailto:mchughm@rowan.edu)