Campus Event Planning Resources

Below is a list of contacts that should come in handy when planning your event at the University of North Texas.

**Scheduling Space**

**Classroom Scheduling** (Student Activities)
Phone Number: 940-565-3807
Email: student.activities@unt.edu

**ESSAT Building**
Name: Brian Wheeler
Phone Number: 940-565-4912
Email: btw@unt.edu

**Recreational Fields** (Rec Sports)
Name: Korey Stamp
Email: korey.stamp@unt.edu

**Union and Outdoor Space** (Union Scheduling)
Name: Donna Richie
Phone Number: 940-565-3804
Email: donna.richie@unt.edu

**Residence Hall Spaces** (Residence Life)
Name: Eric Johnson
Phone Number: 940-565-2763
Email: eric.johnson@unt.edu

**Gateway/Coliseum Space**
Name: Connie Verdin or Courtney Burke
Coliseum Phone Number: 940-565-2557
Coliseum Email: coliseum@unt.edu
Gateway Phone Number: 940-369-8334
Gateway Email: gateway@unt.edu

**Marketing and Advertising**

**Eagle Images**
Phone Number: 940-565-4975
Email: eagleimages.union@unt.edu

**Design Works**
Phone Number: 940-565-3829
Fax Number: 940-369-8772
Email: union.designworks@unt.edu

**Posting Policies**
Website: https://policy.unt.edu/policy/11-003
Determines designated areas where signs, posters, or advertisements can be posted around campus.

**Food Services**

**UNT Catering- Verde and Food to Go**
Phone Number: 940-369-6057
Verde Website: verdeonline.catertrax.com
Food-to-Go Website: untfoodtogo.catertrax.com

**Food Safety**
Name: Vickie Coffey
Phone Number: 940-369-8146
Email: vickie.coffey@unt.edu

**Event Services**

**Safety and Risk Management**
Name: Tommy Jones
Phone Number: 940-369-8104
Email: tommy.jones@unt.edu

**Security and UNTPD**
Name: Captain Jim Coffey and Captain David Owen
Phone Number: 940-565-3000; 940-565-3647
Email: jim.coffey@unt.edu; david.owen@unt.edu

**Parking and Transportation**
Name: Erica Breeding
Phone Number: 940-565-3020
Email: erica.breeding@unt.edu

**Film Rights and Licensing**
Name: Brittany Landau
Phone Number: 940-565-3355
Email: brittany.landau@unt.edu

**Equipment/Facilities**
Phone Number: 940-565-2700
Email: workcontrol@unt.edu

**Event Insurance and Minors**
Name: Rebekah Moreno
Phone Number: 940-369-8097
Email: rebekah.moreno@unt.edu

**Event Safety**
Name: Brittany Landau
Phone Number: 940-565-3355
Email: brittany.landau@unt.edu