<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact Person</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity College Dining Services Catering</td>
<td>Maggie Gatesman, <em>Catering Director</em></td>
<td>(860) 297-2319</td>
<td><a href="mailto:Margaret.gatesman@trincoll.edu">Margaret.gatesman@trincoll.edu</a></td>
</tr>
<tr>
<td>Commencement / Matriculation / Convocation</td>
<td>Megan Fitzsimmons, <em>Calendar &amp; Special Events Director</em></td>
<td>(860) 297-2337</td>
<td><a href="mailto:Megan.fitzsimmons@trincoll.edu">Megan.fitzsimmons@trincoll.edu</a></td>
</tr>
<tr>
<td>EAC Barnyard Programming Board</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em> Aysen Muderrisoglu, EAC Barnyard President</td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
</tr>
<tr>
<td>Event Support Requests</td>
<td>Romulus Perez, <em>Assistant Director of S.A.I.L.</em></td>
<td>(860) 297-2049</td>
<td><a href="mailto:event.support@trincoll.edu">event.support@trincoll.edu</a></td>
</tr>
<tr>
<td>Free Flier Printing &amp; Approval (max = 20 copies)</td>
<td>Debbie Cook, <em>Switchboard Operator/Mather Operations</em></td>
<td>(860) 297-2099</td>
<td><a href="mailto:Debbie.cook@trincoll.edu">Debbie.cook@trincoll.edu</a></td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>Julie Graves, <em>Office Assistant of S.A.I.L.</em></td>
<td>(860) 297-2171</td>
<td><a href="mailto:Julie.graves@trincoll.edu">Julie.graves@trincoll.edu</a></td>
</tr>
<tr>
<td>Ivy Yearbook / Graduating Seniors Events</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
</tr>
<tr>
<td>Mather Hall Issues</td>
<td>Mather Welcome Desk</td>
<td>(860) 297-2053</td>
<td><a href="mailto:SAIL@trincoll.edu">SAIL@trincoll.edu</a></td>
</tr>
<tr>
<td>Mather Lobby Vendors / Table sitting for Student Organizations</td>
<td>Debbie Cook, <em>Switchboard Operator/Mather Operations</em></td>
<td>(860) 297-2099</td>
<td><a href="mailto:Debbie.cook@trincoll.edu">Debbie.cook@trincoll.edu</a></td>
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<tr>
<td>Orientation</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
</tr>
<tr>
<td>Petty Cash / Cash Boxes</td>
<td>Debbie Cook, <em>Switchboard Operator/Mather Operations</em></td>
<td>(860) 297-2099</td>
<td><a href="mailto:Debbie.cook@trincoll.edu">Debbie.cook@trincoll.edu</a></td>
</tr>
<tr>
<td>Re-activating a Student Organization</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
</tr>
<tr>
<td>Registering a New Organization</td>
<td>Romulus Perez, <em>Assistant Director of S.A.I.L.</em></td>
<td>(860) 297-2049</td>
<td><a href="mailto:Romulus.perez@trincoll.edu">Romulus.perez@trincoll.edu</a></td>
</tr>
<tr>
<td>Registering Social Events with Alcohol</td>
<td>Timothy Dunn, <em>Associate Director of Student Services for Social Houses</em></td>
<td>(860) 297-5146</td>
<td><a href="mailto:Timothy.dunn@trincoll.edu">Timothy.dunn@trincoll.edu</a></td>
</tr>
<tr>
<td>Registering Social Events without Alcohol</td>
<td>Romulus Perez, <em>Assistant Director of S.A.I.L.</em></td>
<td>(860) 297-2049</td>
<td><a href="mailto:Romulus.perez@trincoll.edu">Romulus.perez@trincoll.edu</a></td>
</tr>
<tr>
<td><em>All social events must be registered first through INsite.</em></td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
</tr>
<tr>
<td>Reserving College Facilities <em>(Student Organization Meetings Only)</em></td>
<td>Christina White, <em>Associate Director Calendar &amp; Special Events</em></td>
<td>(860) 297-2051</td>
<td><a href="mailto:Christina.white@trincoll.edu">Christina.white@trincoll.edu</a></td>
</tr>
<tr>
<td>Social Houses / Greek Organizations</td>
<td>Timothy Dunn, <em>Associate Director of Student Services for Social Houses</em></td>
<td>(860) 297-5146</td>
<td><a href="mailto:Timothy.dunn@trincoll.edu">Timothy.dunn@trincoll.edu</a></td>
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<tr>
<td>Student Employment (<em>S.A.I.L. Office Staff, Mather Welcome Desk Attendant, Event Support, Underground Coffeehouse Barista, Vernon Social Student Manager</em>)</td>
<td>Main Office, S.A.I.L. (Mather 107)</td>
<td>(860) 297-2171</td>
<td><a href="mailto:SAIL@trincoll.edu">SAIL@trincoll.edu</a></td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em> Joshua Frank, <em>SGA President</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a> <a href="mailto:sgapresident@trincoll.edu">sgapresident@trincoll.edu</a></td>
</tr>
<tr>
<td>Student Organization Finances / Credit Card Purchases</td>
<td>Julie Graves, <em>Office Assistant of S.A.I.L.</em></td>
<td>(860) 297-2171</td>
<td><a href="mailto:Julie.graves@trincoll.edu">Julie.graves@trincoll.edu</a></td>
</tr>
<tr>
<td>Vernon Social Operations/Programming</td>
<td>Laura Whittemore, <em>Director of S.A.I.L.</em></td>
<td>(860) 297-2172</td>
<td><a href="mailto:Laura.whittemore@trincoll.edu">Laura.whittemore@trincoll.edu</a></td>
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