**Event Logistics**

How to reserve a room/space at SSW:

Email [sswadmin@uw.edu](mailto:sswadmin@uw.edu) with information about how many people will be at your event or meeting, what the meeting is, your preferred rooms, and the date & time, and Christina will email you back with a confirmation.

Ordering food for events:

If possible, please work with Nancy Tran, sswstsrv@uw.edu, to order food. Ideally, you would order the food and Nancy would follow up the order with a phone call to pay for the food with a UW credit card so you don’t have to front the money and wait for a reimbursement. If the restaurant doesn’t provide paper products, please make arrangements to get them from Student Services, do not buy your own.

How to get reimbursed for expenditures:

You should always have advance approval from Lin or Nancy for purchases. If possible, it is best if Lin or Nancy (or Linda for BASW students) can put the expenditure on a UW credit card, but that isn’t always possible. If it isn’t, you MUST save the receipt and bring it to Nancy in SSW 023 to help you fill out the paperwork to be reimbursed.