

### Staff Contacts for Events Planning

Events-Related Activities	Contacts
<ul style="list-style-type: none"> <li>• Event Approval, including date/s, funding, and co-sponsorship approval</li> </ul>	<b>Chair, with Area Heads</b>
<ul style="list-style-type: none"> <li>• Location Support / Reservations</li> <li>• Ordering Food &amp; Beverages</li> <li>• On-site Coordination (during business hours only; for after-hour events, she can point you to some student workers for hire)</li> <li>• VIP Guest Point of Contact</li> <li>• Invitations/Tracking RSVPs</li> <li>• End-of-Semester Screenings Scheduling</li> </ul>	<b>Milaka Falk</b> , <i>Office Manager / Event Coordinator</i> <a href="mailto:Milaka.falk@austin.utexas.edu">Milaka.falk@austin.utexas.edu</a>
<ul style="list-style-type: none"> <li>• Budget Questions</li> <li>• Honorarium</li> <li>• Travel Arrangements</li> <li>• Payments/Reimbursements</li> <li>• Contracts with Vendors</li> </ul>	<b>RTF Accounting team,</b> <b>led by Wendy Stuessy</b> , <i>Senior Financial Analyst</i> <a href="mailto:Rtf-accounting@austin.utexas.edu">Rtf-accounting@austin.utexas.edu</a>
<ul style="list-style-type: none"> <li>• Tech Support</li> <li>• Event Recording (not always available)</li> </ul>	<b>Moody College Production Tech Team,</b> <b>led by Keefe Boerner</b> , <i>Assistant Director-Production Services</i> <a href="mailto:comm-production@austin.utexas.edu">comm-production@austin.utexas.edu</a>
<ul style="list-style-type: none"> <li>• Event Promotion (graphics, social media, website, communications)</li> <li>• Longhorn Showcase Screening &amp; SXSW reception planning</li> </ul>	<b>Elana Wakeman</b> , <i>Sr. Programs &amp; Communications Coordinator / Summer Camp &amp; Workshops Director</i> <a href="mailto:ewakeman@austin.utexas.edu">ewakeman@austin.utexas.edu</a> In addition, you can also contact Lizzie Chen with Moody Marketing team, <a href="mailto:lizzie.chen@austin.utexas.edu">lizzie.chen@austin.utexas.edu</a>
<ul style="list-style-type: none"> <li>• Graduate Student-Specific Events (e.g., orientation, recruitment, awards ceremony, MFA thesis reception, dissertation defenses, professional development, etc.)</li> </ul>	<b>Teresa Warner</b> , <i>Sr. Academic Program Coordinator (Graduate Programs)</i> <a href="mailto:teresa.warner@austin.utexas.edu">teresa.warner@austin.utexas.edu</a>
<ul style="list-style-type: none"> <li>• Calendars</li> </ul>	RTF Calendar: <b>Milaka Falk</b> Moody Events Calendar & other community calendars: <b>Elana Wakeman</b>
<b>Specific Event Series</b>	<b>Faculty Organizers</b>
<ul style="list-style-type: none"> <li>• Media Studies Colloquium planning</li> </ul>	<i>Faculty rotation</i> 2023–2024 = <b>Alisa Perren &amp; Adrien Sebro</b>
<ul style="list-style-type: none"> <li>• Media Industries Conversations (MIC)</li> </ul>	<b>Alisa Perren</b> , with <b>Hannah Wold</b>
<ul style="list-style-type: none"> <li>• Gender &amp; Sexuality Lecture Series</li> </ul>	<i>Faculty rotation</i> 2023–2024 = <b>Lalitha Gopalan</b>
<ul style="list-style-type: none"> <li>• Latino Media Arts &amp; Studies Speaker Series</li> </ul>	2023–2024 = <b>Mary Beltrán</b>