

# EVENT HANDBOOK 2019

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## SECTION 5: Event Services — Campus, Local & Emergency

Produced by the Events Management Office  
Smith College

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# EMERGENCY SITUATIONS

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## Calling the Campus Police

- **Non-Emergencies**  
For non-emergencies, contact Campus Police at 413-585-2490.
- **Emergencies**  
For any fire, police, or medical emergency, call Campus Police *immediately*:  
ext. 800 .....from an on-campus phone  
413-585-2490 .....from a cell phone, or non-campus phone

## What to Do: Accidents

- **Help the Victim**

### **Minor Injury**

Minor injuries can be treated with first aid supplies, or by escorting the victim over to the Nancy and Henry Schacht Center for Health and Wellness, 21 Belmont Ave., for attention. Health Services provides minor first aid from 8:30 a.m. to 4:30 p.m. during the academic year.

Health Services (for current students only):

ext. 2800 .....from an on-campus phone  
413-585-2800 .....from a cell phone, or non-campus phone

### **Serious Injury**

Rescue the victim from life-threatening danger, if necessary. Then immediately contact Campus Police.

Campus Police emergencies:

ext. 800 .....from an on-campus phone  
413-585-2490 .....from a cell phone, or non-campus phone

Other Useful Numbers:

Local responders .....911  
Cooley Dickinson Hospital..... 413-582-2000  
Massachusetts Poison Info Center.....800-222-1222

- **Clean Up the Area**

If necessary, contact Facilities Management (ext. 2400) to clean up or control any hazardous conditions that may have caused the accident or were caused by the accident. Broken glass or spilled chemicals should be handled with care and disposed of properly by Facilities Management professionals.

- **Fill Out an Accident Report (Smith students, faculty, staff and guests)**

This report must be completed and delivered to the Office of Human Resources within 24 hours of any incident. All accidents, injuries, or exposures, even if minor, must be reported. The report can be accessed at [www.smith.edu/hr/forms.php#workerscomp](http://www.smith.edu/hr/forms.php#workerscomp) under the heading of Worker's Compensation Form.

## What to Do: Fire, Explosion, etc.

- **Ring the Alarm**  
Ring the fire alarm in the building, making sure that the alarm has sounded.
- **Evacuate the Building**  
Insist that all employees, students, and visitors leave the building. Evacuation routes are posted on each floor and near stairwells. Assist anyone who may need special help.

- **Call Campus Police**  
Call Campus Police from a safe location:

Campus Police emergencies:

ext. 800 .....from an on-campus phone

413-585-2490 .....from a cell phone, or non-campus phone

Local responders .....911

Give Campus Police a brief but precise description of the fire's location. Campus Police will contact the Northampton Fire Department. If a street box is used to summon the fire department, station someone at the box to direct the fire department to the exact location of the fire.

- **Use a Fire Extinguisher**  
Firefighting is not a recommended course of action. Fight a fire only if all of the following are true:

- *Everyone has left or is leaving the building.*
- *The fire department or Campus Police has been contacted.*
- *The fire is small and confined to the immediate areas where it started (wastebasket, cushion, small appliance, etc.) and there are no flammable liquids near the fire area.*
- *You can fight the fire while retaining a safe escape route.*
- *Your extinguisher is rated for the type of fire you are fighting, and is in good working order.*
- *You have been trained in the use of the extinguisher and are confident that you can operate it effectively.*

- **Assist the Fire Department**

Direct the fire department and other emergency personnel to the exact location of the fire. Provide information about the building such as the location of the sprinkler hookups, gas shut-off valves, or areas where flammable liquids (such as gasoline or paints) are stored. If requested by firefighters or Campus Police, unlock doors and allow access to the building.

## What to Do: Assault or Attempted Rape

Assault, rape, or attempted suicide should be reported immediately to Campus Police:

Campus Police emergencies:

ext. 800 .....from an on-campus phone

413-585-2490 .....from a cell phone, or non-campus phone

Local responders .....911

Whether or not to intervene before the arrival of a Campus Police officer depends upon the gravity and the circumstances of the individual situation. Common sense and discretion should be used in any action taken.

## What to Do: Bomb Threat

If a bomb threat is received, call Campus Police immediately to report the details of the caller's threat:

Campus Police emergencies:

ext. 800 .....from an on-campus phone

413-585-2490 .....from a cell phone, or non-campus phone

Local responders .....911

Evacuate everyone in the building and wait for a Campus Police Officer to arrive.

## What is a Major Emergency?

A major emergency is any significant, unplanned event that has the potential to cause death or significant injury to students, faculty, staff or visitors or that can disrupt College operations, causing physical or environmental damage or threatening the College's facilities. Some examples of events that may be major emergencies are:

- *biological warfare*
- *bomb threat or attack*
- *explosion*
- *civil disturbance*
- *epidemic*
- *fire*
- *hazardous material spill*
- *natural disaster (flood, earthquake, hurricane, tornado)*
- *nuclear threat/disaster*
- *utility failure*

If one of these situations arises, notify Campus Police immediately:

Campus Police emergencies:

ext. 800 .....from an on-campus phone

413-585-2490 .....from a cell phone, or non-campus phone

Local responders .....911

The situation will be responded to according to the Smith College Crisis Management Plan, which provides guidelines for responding to emergency events. Since each event is unique, the plan addresses procedures for activating the decision processes, gathering appropriate staff, and deploying the campus resources necessary to deal with the emergency. It creates a framework for an effective and efficient response. For a full copy of the Crisis Management Plan, visit <http://www.smith.edu/docs/emo/SPEmergencyPlan.pdf>.

## Summer Medical Needs

During the summer, Smith College's student health center is not open. All medical issues that arise during the summer must be addressed at Cooley Dickinson Hospital, located at 30 Locust Street, Northampton, MA (1.5 miles from campus, going west on Route 9/Elm St.) Cooley-Dickinson Hospital is always open for 24-hour emergency care. Phone: 413-582-2000.

## HEALTH SERVICES (For students only)

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### **Nancy and Henry Schacht Wellness and Health Center**

21 Belmont Ave., Northampton, MA

[www.smith.edu/health](http://www.smith.edu/health)

### **Telephone Numbers**

EMERGENCIES .....	413-595-2490 (or ext. 800)
Calling from off-campus, NON-emergencies .....	413-585-2800
General Information (24 hours a day) .....	ext. 2800
Appointment Desk .....	ext. 2811
Director of Health Services .....	ext. 2806
Nurses' Station .....	ext. 2813
Laboratory .....	ext. 2816
Counseling Service .....	ext. 2840

### **Office Hours**

Medical visits by appointment only (call ext. 2811). However, urgent care problems will be accommodated without an appointment.

Making an Appointment:

Call 413-585-2811, Monday through Friday, 8 a.m.–5:30 p.m.

Office Hours: (by appointment only)

Monday–Friday ..... 8 a.m. to 8 p.m.

To speak to a nurse during these hours ..... ext. 2813

Fee: No fee for office visits.

### **Online Student Portal**

Smith College Health Services now has an Online Student Portal (<https://smith.medicatconnect.com>) where students can communicate with a health care professional through secure messaging. Regular email is not used to communicate medical concerns or confidential information.

Students can send and receive secure messages with health care providers on campus regarding confidential health information, schedule appointments for some types of visits, and access forms and information. Log on at [smith.medicatconnect.com](https://smith.medicatconnect.com); the site requires a Smith network username and password.

Please note: Providers do not receive or respond to emails or secure messages when Health Services is closed, including after hours and weekends. Additionally, provider schedules may mean that messages are checked once a day or less during the week. If you have an urgent or same-day issue, please call x2811.

Online self-scheduling is available for some conditions during limited appointment slots. Appointments may also be made by calling ext. 2811.

## When the Office is Closed

To speak to a nurse after-hours\* ..... 413-585-1260  
To speak to a counselor by phone\* ..... 413-585-2840

\* PLEASE NOTE: The Healthcare Center is closed during winter break, spring bbreak, and summer.

## Laboratory Hours (no appointment needed)

Mon, Tue, Thu, Fri ..... 8:30 a.m.–12:30 p.m. & 2–3:30 p.m.  
Wed ..... 1–3:30 p.m.  
Sat, Sun ..... CLOSED

## Mission

The mission of Smith College Health Services is to provide accessible, quality medical care, mental health care and health education to a diverse student population. As college health care professionals knowledgeable about developmental issues, we work with students in promoting their physical and psychological well-being. We collaborate with the larger college community, supporting students in accomplishing their educational goals.

## Fees / Insurance

Any student may seek care or counseling through Health Services regardless of her/his insurance plan. All visits are free of charge. Furthermore, students with either the Smith insurance or optional on campus health plans will not be charged lab fees for tests done at Health Services.

## Location

Smith College Health Services is located in the Nancy and Henry Schacht Wellness and Health Center at 21 Belmont Ave., Northampton, MA. For a map, please visit [www.smith.edu/map](http://www.smith.edu/map).

## Accidents and Emergencies

### ***On-Campus***

Notify Campus Police (ext. 800 or 413-585-2490 for emergencies). Please consult with either Campus Police or Health Services before calling an ambulance.

### ***Off-Campus***

In the case of a serious accident or emergency, seek immediate care at the nearest medical facility, but ask the person accompanying you or the medical attendant to contact one of the following:

Director of Health Services ..... 413-585-2806  
Associate Dean for Student Affairs..... 413-585-4927  
Nurse on duty at Health Services ..... 413-585-2813  
Head Resident ..... *varies, according to house*

## After the Accident or Emergency

When you return to the college, report the situation to both the Director of Health Services (585-2806) and the Associate Dean of Student Affairs (585-4927) in order to ensure insurance coverage and to be excused from missed academic work when necessary. It is important to have the treating health care provider send a written report to the Director of Health Services.

# BOX OFFICE (for Performing Arts)

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## The Box Office

413-585-2787(ARTS)

[boxoffice@smith.edu](mailto:boxoffice@smith.edu)

## Location

The Box Office is located on 122 Green St., Northampton, on the upper level of the Mendenhall Center for the Performing Arts just outside Theatre 14.

## Hours

The Box Office ticket window will be open from 1-4 p.m. Monday-Friday during the week of a show and beginning one hour before show time.

## Performance Schedules

[www.smith.edu/smitharts/calendar.php](http://www.smith.edu/smitharts/calendar.php)

413-585-3220 for theatre schedule

413-585-3197 for music schedule

413-585-3237 for dance schedule

## Parking

Parking lots are located on Green Street, Belmont Avenue, and lower College Lane. The Smith College garage on West Street is open (and free) to visitors after 5 p.m. Please park in white-lined spaces only.

## Purchasing Tickets

Reservations are recommended for all shows.

Tickets and Reservations	Order Tickets Online 24/7 at <a href="http://www.smith.tix.com">www.smith.tix.com</a>
Dance Concerts	\$10 general, \$5 students and seniors
Theatre Productions	\$10 general, \$5 students/seniors Smith students free (with Smith ID at the box office). All studio productions and New Playreading Series events are free.
Smith Music Series Concerts	Most music events are free. See concert listings for any admission charges.

For ticketed dance and theatre events, you may also purchase tickets by calling or emailing the Box Office at 413-585-ARTS (2787) or [boxoffice@smith.edu](mailto:boxoffice@smith.edu). The Box Office ticket window will be open from 1-4 p.m. Monday-Friday during the week of a show and beginning one hour before show time.



Please note the box office does not take any unpaid reservations. The box office accepts cash, check, and all major credit cards. There will be no refunds for any reasons on purchased tickets.

## The Smith College Campus Center

Info desk: 413-585-4801

[www.smith.edu/ose/campus\\_center.php](http://www.smith.edu/ose/campus_center.php)

The Smith College Campus Center is the crossroads of community at Smith. The open design creates a light, vibrant and welcoming environment for all members of the College as well as the greater Northampton community. This unique multi-purpose venue houses several different college services. Below is a breakdown of the different services available at the Campus Center.

### ATM

There is an Five-College Credit Union ATM located on the lower level (at base of the stairs from the ground floor) of the Campus Center, near the mail center. See building hours below.

### Bookstore

The Grécourt Bookstore ([www.smithcollegeshop.com](http://www.smithcollegeshop.com)) is your one-stop source for textbooks, school and room supplies, general reading materials, Smith memorabilia, gift ideas, and more.

Phone: 413-585-4140

#### *Regular Hours* (academic year)

Monday–Thursday: 9 a.m.–5 p.m.  
Friday: 9 a.m.–4 p.m.  
Saturday: 10 a.m.–3 p.m.  
Sunday: CLOSED

#### *Summer Hours*

Monday–Friday: 9 a.m.–3:30 p.m.  
Saturday: CLOSED  
Sunday: CLOSED

### Café

The Campus Center Café [www.smith.edu/about-smith/dining-services/cafe](http://www.smith.edu/about-smith/dining-services/cafe) offers a wide variety of food and beverages, including gourmet pizzas prepared in a stone hearth oven, salads made to order, homemade soups, panini and deli sandwiches, and grilled foods including vegan and vegetarian selections.

The elliptical coffee bar, located in the center of the servery, features Seattle's Best Coffee and specialty drinks including espresso, cappuccinos, lattes, chai, fruit smoothies, ice cream and our traditional Smith "Mudslide" milkshakes. The bar also features freshly baked cookies and pastries.

For the current hours of operation and menus, visit the Café site ([www.smith.edu/about-smith/dining-services/cafe](http://www.smith.edu/about-smith/dining-services/cafe)) or call 413-585-2333

#### *Regular Hours* (academic year)

Monday–Friday: 7:30 a.m.–11:30 p.m.  
Saturday: 9 a.m.–11:30 p.m.  
Sunday: 9 a.m.–11:30 p.m.

#### *Summer Hours* (Tues. aft. Memorial Day–3rd Fri. in Aug.)

Monday–Friday: 7:30 a.m.–2:30 p.m.  
Saturday: CLOSED  
Sunday: CLOSED

## Information Desk

The information desk provides college and Campus Center information to students, faculty, staff and guests. The game room may be requested from the desk with a valid Smith OneCard or Five College ID. Smith students may reserve the student kitchen on a first-come, first serve basis. It serves as the lost-and-found site for the building.

Phone: 413-585-4801

### *Regular Hours (academic year)*

Monday–Thurs.: 8:15 a.m. - midnight

Friday: 8:15 a.m.–2 a.m.

Saturday: 9 a.m.–2 a.m.

Sunday: 9 a.m.–midnight

## Mail Services

Mail Services is a United States Postal Service facility offering services such as selling stamps and mailing packages and letters. It is located on the garden level of the Campus Center.

All mail, including letters, magazines and packages, is processed by the Mail Service staff and placed in a locker. An automatic email is then sent to the recipient with a locker bank location and a pin number. The recipient can then pick up the mail at any time by locating the locker and typing in the pin number. The locker system provides secure storage and easy access to the mail.

For more information, visit <http://smith.edu/mailservices>.

Phone: 413-585-4156

### Hours of Operation (academic year)

#### *Pick-up Counter Hours*

Monday–Friday: 9 a.m.-6 p.m.

Saturday/Sunday: CLOSED

#### *Drop-off Mailing Counter Hours*

Monday-Friday: 10 a.m.-1 p.m.-4 p.m.

Saturday/Sunday: CLOSED

Last USPS pick-up is 3:30 p.m., Monday-Friday

## Meeting Spaces

From small meeting rooms to the large Carroll Room, there are a variety of meeting areas in the Campus Center to accommodate your needs. Visit the Campus Center Website for information about availability and booking at [www.smith.edu/student-life/student-engagement](http://www.smith.edu/student-life/student-engagement).

## Office of Student Engagement (OSE)

The Office of Student Engagement (OSE) is housed Campus Center 106. The OSE is committed to helping students make intentional decisions about their involvement, both in and out of the classroom, for a more meaningful Smith experience. Visit them at [www.smith.edu/student-life/student-engagement](http://www.smith.edu/student-life/student-engagement) for more information.

## **OneCard Value Transfer Station**

The OneCard value transfer station is located in the middle of the garden level, near the ATM. This machine accepts cash only in fives, tens and twenties. For more information, please visit the OneCard Office (Stoddard 24C) during drop-in hours or by appointment. This office accepts cash or checks only.

## **Vending Machines**

Located at the base of the stairs on the Elm Street side of the building, they dispense both soda and snacks.

## Smith College Catering

[www.smith.edu/diningservices/catering.php](http://www.smith.edu/diningservices/catering.php)

Smith College Dining Services welcomes the opportunity to assist the college community with special events of all sizes, from small office coffee breaks to lunches, dinners, or receptions at a variety of campus locations. We pride ourselves on using the freshest ingredients available, carefully preparing each food item and delivering it to you with a smile. We willingly customize your event to fit your particular needs. This page is designed to help you create a smooth and successful event.

### **Questions & Inquiries**

Meghan Garrity ..... 413-585-2304, [mgarrity@smith.edu](mailto:mgarrity@smith.edu) (on-campus catering)

Mary Barr ..... 413-585-2323, [mbarr@smith.edu](mailto:mbarr@smith.edu) (Campus Center catering)

### **Catering Menus**

To see menus and available options for catering, please visit the online menu page at <https://smithdining.catertrax.com/>

### **Catering Form (Booking Services for an Event)**

Requesting an event is easy. Fill out the online catering event request form. You must complete all fields. The online catering form can be found at <https://smithdining.catertrax.com/>. After the form is submitted a catering representative will contact you to discuss the details.

## Catering Policies

### **Guaranteed Guest Counts**

Smith Catering requires 10 days notice for final guaranteed guest counts. All charges will be based on the guaranteed guest count or the number of guests in attendance, whichever is higher. If you are unable to reach a Catering Department representative to confirm your 10-day count, please call the Dining Services Office at ext. 2300.

### **Cancelations**

If you have to cancel an event please contact the Catering Office as soon as possible. If you are unable to reach someone in the Catering Office please call the Dining Services Office at ext. 2300 and ask to have a Catering Department representative paged. Events cancelled within the 10-day guarantee period may result in charges related to the event. An event will only be considered cancelled by speaking directly to a Dining Services representative.

### **Pick Up & Delivery**

Catered events located outside of the Campus Center or the Smith College Conference Center will be subject to a \$20/\$25 delivery charge for functions under \$200. Alternatively, you can arrange to pick up your event at the Campus Center at no charge.

### **Equipment**

Equipment is available for events catered by Smith College Catering only. All Catering equipment and decorations used at a drop off site are expected to remain at that location. Charges for any missing or damaged equipment will be added to your bill.

***Billing***

When booking a catered event it is very important that you furnish us with accurate billing numbers (organization OR fund AND account numbers). This will insure that the proper account is billed in a timely fashion. Catering customers will need to contact the controller's office to change a billing number after an event is booked.

***Food Left from Catered Events***

Our goal is to ensure that all food is properly handled and to minimize food waste. Good planning and accurate guest counts help us to achieve these goals. Dining Services takes the responsibility of safe food handling seriously to ensure that none of our guests are susceptible to food-borne illnesses. Food ordered but not consumed at a catered function may not be removed from the function site. Food items used for display or decoration may not be removed from the function site. This policy is standard in the catering industry.

***Flowers/Decorations***

Floral Arrangements for an event can be ordered by the Catering Department. In this case the flowers are the property of catering and cannot be removed from the event location without prior arrangements. If you arrange for flowers for your event, Catering will need to know what time they will be delivered and what will be done with the flowers after the event.

***Linen***

Linen for food service tables is included in the price of the event. Additional linen can be ordered for non food tables and will be billed with the event. Linen can be ordered for events not associated with Smith Catering by contacting the Campus Center Cafe catering at ext. 2332, 10 days prior to the date the linen is needed. It will be the responsibility of the person requesting the linen to arrange for the pickup and return of the linen to the Campus Center Cafe. Specialty linens are available for all events.

For complete information on Smith College Catering, visit <https://www.smith.edu/about-smith/dining-services/catering>.

### About the Office

www.smith.edu/collegerelations  
413-585-2170

The Office of College Relations communicates news and information about Smith to the media, to other off-campus constituencies and to the campus community. The vice president of public affairs, the associate vice president of College Relations and the director of media relations act as spokespersons for the college and as media liaisons. The office assists members of the college community with publicity projects and special events, produces college publications, maintains the online calendar, produces *eDigest* and *The Grécourt Gate* Web site, and coordinates Summer Programs through the Events Management Office.

Other aspects that College Relations oversees include:

#### **Visual Identity Program**

The Office of College Relations is responsible for administering the College's new visual identity program as it relates to publications, printed materials and Web pages. Visit [www.smith.edu/vid](http://www.smith.edu/vid).

#### **Smith Style Guide**

College Relations manages/produces the Smith Style Guide, the reference for Smith-specific words and phrases. It is available in a handy online version. Do you capitalize "browsing room" when referring to a place in Neilson Library? What about "common room" when referring to a place in Dewey Hall? Find all those answers and more at [www.smith.edu/collegerelations/styleguide.html](http://www.smith.edu/collegerelations/styleguide.html).

#### **Other Publications**

The publications office within College Relations produces most college publications, including *eDigest*, *The Grécourt Gate*, and the college course catalogue, as well as some 300 other pieces annually to help recruit new students and provide information to the college community. Visit [www.smith.edu/collegerelations/publications](http://www.smith.edu/collegerelations/publications).

#### **Events Management**

The Events Management Office (EMO) at Smith College reports to College Relations. The EMO handles most college event functions, including event service requests and space reservations, as well as running Summer Programs and managing the Smith College Conference Center. For more information, visit the Events Management Web site at [www.smith.edu/emo](http://www.smith.edu/emo).

#### **College News**

The News Office is the primary connection between the media and Smith College. They respond to questions from reporters and editors, pitch stories about Smith to the media, prepare Smith sources for interviews and maintain a digest of the latest news coverage about the College. Visit [www.smith.edu/newsoffice](http://www.smith.edu/newsoffice).

## Dining Services

[www.smith.edu/diningservices](http://www.smith.edu/diningservices)

413-585-2300

## Catering

(See “Catering” section, listed in the table of contents.)

## Dining Services—Special Hours of Operation

	<b>Campus Center</b>	<b>Catering</b>
<b>Fall Break</b>	Reduced schedule; no evening events	Limited
<b>Holiday Break</b>	Closed	Closed
<b>January Interterm</b>	Reduced schedule; no evening events and/or weekends	Available
<b>Spring Break</b>	Reduced schedule; no evening events and/or weekends	Closed
<b>Commencement &amp; Reunion</b>	Reduced schedule; no evening events and/or weekends	Commencement & Reunion Events
<b>June</b>	Reduced schedule; no evening events and/or weekends	Available
<b>July</b>	Reduced schedule; no evening events and/or weekends	Closed
<b>August</b>	Reduced schedule; no evening events and/or weekends	Closed

Note: Late June, July and August, some campus events are catered through the Campus Center.

## Dining Hours

Breakfast, lunch, and dinner hours for all of the residential houses may be found by visiting <https://www.smith.edu/about-smith/dining-services/hours>



## THE OFFICE OF DISABILITY SERVICES (ODS)

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### The Office of Disability Services

[www.smith.edu/ods](http://www.smith.edu/ods)

413-585-2071 (Voice, TTY, TDD)

Laura Rauscher, Director, [lrausche@smith.edu](mailto:lrausche@smith.edu)

The Office of Disability Services is located in College Hall 104, and is open from 8:30 a.m.–4:30 p.m. during the year and from 8 a.m.–4 p.m. after Memorial Day. The office is available to assist students, faculty, and staff with special needs or disabilities. Special needs include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, psychological conditions and learning disabilities.

The office coordinates the various accommodation needs of employees, students, and guests of the College including physical modifications, special equipment, sign language interpreters, etc. The office is also available to provide technical assistance, community education regarding special needs, and information concerning community resources.

Laura Rauscher, the director of Disability Services, can be contacted by phone at 413-585-2071 (voice, TTY, TDD) or by email at [lrausche@smith.edu](mailto:lrausche@smith.edu).

## Educational Technology at Smith College

Web site: <https://www.smith.edu/edtech/>

Phone: 413-585-2954

The Educational Technology Services group provides many different types of technical services and materials to the Smith community, including:

- Presentation services for classrooms and special events
- Video production services
- Audio production services
- Repair work and installation of electronic equipment

## General Policies

In general, requests for media services are assigned from highest to lowest priority as follows: 1) Smith academic needs and Smith community needs, 2) Five College needs, 3) Requests from other external users. Please note that the costs for materials used in production services are charged back to department funds or individuals.

Individuals who check out equipment from the Media Services Center (or ETS) are responsible for repair costs if items are damaged, lost or stolen while in their possession. We will verify the condition with you before checkout.

**Please do not remove equipment from a classroom!** Someone else is probably depending on it being there! If you have a last-minute need, please call ETS at ext. 3099.

### ***Levels of Assistance***

The level of assistance we provide varies depending on each request. Normally, we do not provide operators for regular video units, or for slide or for overhead transparency projectors.

If you need help using any of this equipment, please contact Media Services for training in advance, or mark "Help Start" on our request form. Assistance may be needed especially in the use of video/data projectors and possibly in use of other permanently installed equipment.

### ***Scheduling Deadlines***

The deadlines listed below are all minimums:

*Equipment:* Requests for equipment for special events should be included when booking space on 25Live. We cannot guarantee that last-minute requests will be filled. Requests are filled on a first-come,

first-served basis within the limits of available equipment and staff, so please plan ahead. Please be sure that your information is complete and accurate. Incomplete requests cannot be processed. For questions and assistance, call ext. 3099.

*Equipment operator* (technician) for an evening or weekend presentation. When hiring an Equipment Operator we need at least 2-3 weeks advance notice since this may require scheduling a part-time or student operator. Please notify them of any room changes immediately.

*Dubbing*: 1 week for most items. Items requiring staff monitoring may take longer.

*Special Events advice*: As soon as firm agreements are reached with event presenters, they should be contacted about needs for services—please don't wait until they arrive on campus.

## **Presentation Services for Classrooms and Special Events**

*Video units* (DVD and Blu-ray).

*Projectors*: Slide, overhead transparency, filmstrip, opaque, 16mm film, multimedia (use with computers or VCRs), laptop computers to use in classrooms, 35mm film in Sweeney Concert Hall.

*Audio players for*: Audiocassettes, CDs, and records.

*Speech amplification* for individuals or panels.

*Satellite teleconferences* can also be received, but ETS has no funds for associated fees. Advance Reservation is essential! See information about scheduling deadlines below.

*Photo Production Services*

*Copy photography*: slides and prints

*Digital cameras* to photograph 3-D objects

*Scanning of slides* or flat print materials into various digital formats on Mac or PC

*Outgoing of digital format* materials onto slides or transparencies

## **Video Production Services**

Center for Media Production staff assist with video production, including digital editing.

- Circulating camcorders, four analog editing Suites, and six Media 100 digital editing suites for use by faculty and students doing their own academic production.
- Digitalizing of video into quick-time movies, and output of some digital formats to tape.
- Dubbing of tapes, including the capability to make identical copies or to transfer materials into different formats. Note that written permission is required for copyrighted items.

## **Audio Production Services**

Tape recording of classes, lectures and special events.

- Dubbing of tapes, including the capability to make identical copies or to transfer materials into different formats. Note that written permission is required for copyrighted items.

## Repair Work and Installation of Electronic Equipment

- Media production technicians can install many types of electronic equipment, give advice on repair of existing departmental equipment, and set up sound systems for special academic events.

## Lab Hours

- Seeyle B8  
Monday through Thursday, 8 a.m. to 9:30 p.m.  
Friday 8 a.m. to 4:30 p.m.  
Saturday 10 a.m. to 4:30 p.m.  
Sunday 1p.m. to 9 p.m.
- Smith Media Studios, Henshaw D  
Monday through Thursday, 8 a.m. to midnight  
Friday 8 a.m. to 5 p.m.  
Saturday 10 a.m. to 5 p.m.  
Sunday noon to midnight.
- Visual Communication Resource Center, Hillyer 218  
Monday through Friday: 9 a.m. to 5 p.m.  
Monday, Wednesday, Thursday, 7 p.m. to 9 p.m.

For further information, call ext. 2954 or send an email to [mediasvc@smith.edu](mailto:mediasvc@smith.edu).

## Contact Information

For general information, please call the Center's main number (x2954) or send an email to [mediasvc@smith.edu](mailto:mediasvc@smith.edu). To contact individual staff members, use the following extensions:

Jeff Heath, Video Technologies Administrator	Ext. 2955
Sandra Bycenski, Media/Systems Support Specialist	Ext. 2945
Kate Lee, Senior Media Producer	Ext. 2889
Dan Bennett, Media Producer	Ext. 3473
Moses Diaz, Class & Event Support Manager	Ext. 3099
Maria Douglas, Event Support Technologist	Ext. 4398
24 hour tech support	Ext. 3474

# EVENTS MANAGEMENT OFFICE

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[www.smith.edu/emo](http://www.smith.edu/emo)  
413-585-2669

## About the Office

The Events Management Office (EMO) offers professional guidance for planning your events on campus. This office is staffed by event professionals dedicated to working with Smith faculty, staff, students and external organizations planning events on the Smith campus. Assistance can include coordinating, scheduling, reserving space and providing event consultation. By offering tiered levels of service, the EMO can help individuals and organizations produce quality events. In addition, the EMO creates campus event guidelines and collaborates on the creation of policies that relate to events on campus.

Smith College events professionals are dedicated to planning, coordinating, scheduling, reserving space and providing event consultation for events held at the College.

## Staff

If calling from off-campus, please dial 413-585- ... then add the appropriate ext.# (see below):

Main Office Line..... ext. 2669 (Fax: ext. 6990)  
Director ..... Peg Pitzer (ext. 2163), [ppitzer@smith.edu](mailto:ppitzer@smith.edu)  
Associate Director ..... Andrea Fernandes (ext. 2630), [afernandes@smith.edu](mailto:afernandes@smith.edu)  
Assistant Director, Events Operations ..... Steve Campbell (ext. 2407), [scampbel@smith.edu](mailto:scampbel@smith.edu)  
Conference Center Manager ..... Jessica Vallone (ext. 6977), [smithevents@smith.edu](mailto:smithevents@smith.edu)  
Events & Scheduling Systems Administrator ..... Kathy San Antonio (ext. 2162), [ksananto@smith.edu](mailto:ksananto@smith.edu)  
Events Coordinator ..... Amy Joseph (ext. 2179), [afjoseph@smith.edu](mailto:afjoseph@smith.edu)  
Summer & External Events Manager ..... Rhonda Davis (ext. 3736), [rdavis2@smith.edu](mailto:rdavis2@smith.edu)

## Services

### *Campus Space Reservations*

The EMO coordinates most space scheduled on campus, manages the 25Live scheduling program and online calendar, and is responsible for forwarding online space requests to the appropriate scheduler. In addition to available rooms, performance spaces and our Conference Center, you may also browse our catalog of reservable classroom space at [www.smith.edu/registrar/classrooms.php](http://www.smith.edu/registrar/classrooms.php).

### *External Client Assistance*

The EMO schedules space and assists in coordinating events for external organizations requesting an event on the Smith campus.

### *Requesting Services for Events*

Requests for delivery of equipment, setup, custodial and other facilities management services, campus police, technical needs, signage and publicity are submitted via 25Live and are reviewed and processed by staff in this office. Go to [https://25live.collegenet.com/smith/#home\\_my25live\[0\]](https://25live.collegenet.com/smith/#home_my25live[0]).

## **Facilities Management**

www.smith.edu/facilities  
413-585-2400

Facilities management is responsible for most of the work involved in maintaining, repairing and altering Smith's residential, academic and administrative buildings. Below are the many functions and operations that Facilities Management provides. See [www.smith.edu/facilities/about.php](http://www.smith.edu/facilities/about.php) for more information.

## **Administration**

Customer Service  
Storeroom

## **Building and Residential Services**

Building Services  
Residential Services  
Event Support

## **Business Operations**

Financial Services  
Purchasing  
Central Services

## **Capital Projects**

Capital Projects  
Mechanical Operations  
Central Power Plant  
HVAC  
Plumbing

## **Trades Operations**

Carpentry, Electrical, Plumbing  
Grounds  
Health and Safety  
Drivers

## MUSIC DEPARTMENT (piano tuning)

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### **Piano Tuning**

All pianos on the Smith College Campus, with the exception of a few, are owned and maintained by the Smith Music Department. Therefore, all tuning and requests for use are to be made directly with that department. The cost of tuning a piano will be charged to the person or department using the piano or requesting the tuning. The tuning will be facilitated by music department staff.

For inquiries about tuning, please contact the academic assistant at the Music Department's main line at 413-585-3150.

## Campus Police Office

[www.smith.edu/campuspolice](http://www.smith.edu/campuspolice)

413-585-2954 (non-emergency / or calling in an emergency from a non-campus phone)

413-585-2490 or ext. 800 (on-campus emergency)

Smith College Campus Police provide protection and services to all members of the college community, including its visitors and guests, 24 hours a day, seven days a week. You may call for assistance any time of day or night. Requests for assistance are dealt with in order of their urgency. Emergency requests are always handled first.

The department's officers are fully trained law enforcement professionals who keep current in the field through continuing education. All members of the department are trained in problem-solving and being as helpful as possible in support of the Smith College Community.

The department hopes that you will join in becoming part of the network of responsibility for everyone's well-being. Looking out for each other involves a balance between safety and privacy. In setting department policies, Campus Police Office has taken care to respect individual rights. The more comfortable each individual feels coming forward with information we believe the safer the whole community will be.

### **Emergency Services — dial ext. 800 (or call 413-585-2490)**

Report any life-threatening situations, including those requiring an ambulance or the fire department, to the Campus Police emergency line: ext. 800 from an on-campus phone, or 413-585-2490 from any other phone.

### **Non-Emergency Services — dial ext. 2490 (or call 413-585-2490)**

Campus Police officers will attempt to respond to non-emergency requests provided that they are not engaged in matters of a higher priority. Community service functions might include:

- Providing transportation to Health Services in the evening (officers will provide daytime transportation to Health Services only in an emergency)
- Controlling traffic and enforcing traffic and parking regulations

### **Location & Office Hours**

The Campus Police is located at 126 West Street, and is staffed Monday–Friday, 8:30 a.m.–4 p.m. with professional dispatchers. Officers patrol the campus 24 hours per day.

### **Lost and Found**

Call ext. 2495. The campus Lost and Found is housed within the Campus Police (see “Location” above). Personal belongings that are found should be delivered directly to Campus Police at 120 West St. OneCards should be returned to the Office of Human Resources, 30 Belmont Avenue. Books or materials owned by the Smith College Library should be turned in to the Circulation Desk.



Inquiries about articles lost on campus during Commencement weekend may be made Thursday through Sunday at the Campus Center information desk, 413-585-4801. On Monday all unclaimed articles will be taken to the Alumnae House. Smith College is not responsible for lost or stolen articles.

### **Emergency (Blue light) Phones**

Campus Police provides 24-hour emergency telephones for the Smith College community. Emergency telephones are strategically placed in 38 locations on campus, including near the residential houses and parking lots as well as Lamont Bridge, Smith College Equestrian Center, Athletic Facilities parking lots and all levels of the Parking Garage. Each emergency phone is a metal box with a luminescent blue light on top and is clearly visible day and night. It is important to note that these phones ensure an immediate response in the event of a dangerous situation but are NOT to be used in non-emergency situations. Non-emergency uses will make it impossible for Campus Police to respond quickly to true life-threatening emergencies.

### **Presence at College Events\***

Campus Police will determine if and when there is a need for officers at an event and whether a Northampton Police Officer and/or a Northampton Fire Department detail is needed to direct traffic on the city streets. For larger events, especially those held in John M. Greene Hall, please advise Campus Police (ext. 2490) of estimated crowd size. They will determine the staffing level for the event. Smith College is required to have a Northampton Fire Department detail for events of over 1500 people.

## SUMMER PROGRAM OFFICE (within College Relations)

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### Summer Program Office

[www.smith.edu/summer](http://www.smith.edu/summer)

### Staff

Rhonda Davis  
Summer and External Events Manager  
413-585-3736  
[summer@smith.edu](mailto:summer@smith.edu)

### Definition of Summer Months

Summer Programs occur on campus during summer months, which are defined as being:

**FROM:** the 3rd week of May (after the conclusion of Second Reunion)

**TO:** the 3rd week of August (after the conclusion of SSW Commencement).

### What the Summer Programs Office Does

The Summer Programs office provides two essential services during summer months at Smith College:

#### Runs Summer Programs

During summer months, Smith hosts a wide variety of programs for elementary and high school students, adults and alumnae. For these programs, the Summer Programs office offers meeting rooms of all sizes; multimedia equipment; and superb athletic facilities, including a weight room, pool and indoor and outdoor track and tennis facilities. Clients return to our campus each summer citing Smith's beautiful buildings and grounds, comfortable meeting spaces and outstanding residential and dining facilities.

#### Oversees All Space-Reservations on Campus (during Summer Months)

Because of the scheduling needs of Summer Programs (which can potentially occupy any/all spaces on campus during the summer), you must contact the Summer Programs office **first** when wanting to reserve a space on campus during the summer months. To reserve a room, go to 25Live; for directions, go to

## BUS & LIMO SERVICE

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Limousine transportation will be handled through Reliable Limousine Service. This offer will be extended to faculty, staff and students. Reliable also offers bus transportation through Five Star Transportation. When taking students on trips, please ensure that they sign the Waiver Form at [www.smith.edu/purchasing/5cdomwaiversc.pdf](http://www.smith.edu/purchasing/5cdomwaiversc.pdf).

### General Info

#### Reliable Limousine Service

376 Chicopee Street  
Chicopee, MA 01013

Phone: 413-315-9919 (24-hour dispatch)

Cell Phone: (413)-263-9945

Fax: 413-301-5711

Email: [rb.limo\\_1101@netzero.net](mailto:rb.limo_1101@netzero.net)

Office Hours: 8 a.m. to 6:30 p.m., Monday through Friday Contact: Roberto Baez

### Reservations / Cancellations

Reservations may be phoned in, faxed or emailed. Confirmation will be sent immediately. Twenty-four hour notice is highly recommended.

Cancellations made less than 24 hours before the time of service will incur a cancellation charge.

### Airport Pickup Locations

All clients will be greeted at the baggage claim area located at the corresponding terminals. The chauffeur will be holding a sign with their name. Logan Airport pickups will be greeted upstairs at departure to avoid excessive delays or wait time.

### Pricing

All prices include chauffeur gratuity. Extended parking fees and additional wait time will be priced accordingly. Specific charges will be itemized and forwarded to your department. Visit the Purchasing Web site at [www.smith.edu/purchasing/contracts.php](http://www.smith.edu/purchasing/contracts.php) and click on "Bus and Limousine Service" to find the current pricing.

### Payment

The college recommends that you use your procurement card. No purchase order will be issued. Limousine transportation will be handled through Reliable Limousine Service. This offer will be extended to faculty, staff, and students. Please see the following Web site for rates and details:

Bus & limo service ..... [www.smith.edu/purchasing/contracts.php](http://www.smith.edu/purchasing/contracts.php)

**Car Share**

**Zipcar**

Smith College students, faculty, and staff can sign up for a Zipcar account for a yearly fee. Visit <https://www.zipcar.com/universities/smith-college> for details.

Students must be 18+with a valid driver’s license to join; faculty and staff must be 20. Members age 21+ also have access to thousands of Zipcars all around the world. Find cars on or around the Smith College campus.

Visit <https://www.zipcar.com/universities/smith-college>.

**Car Rental**

**Enterprise Car Rental**

Enterprise Car Rental is for Smith College business-related purposes only. However, reservations may be made for alumnae by placing the charge on a Smith College credit card.

Reservations are made through the national office:

Corporate Account Department..... Tel: (800) 593-0505  
Smith Contract #..... 48A1978

For more information, visit <https://www.smith.edu/purchasing/contracts.php> and click on “Car Share and Car Rental.” Then, click [MHEC Rental Agreement](#)

## RESTAURANTS

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For an online list of some of the Northampton-area restaurants (including phone numbers, addresses, maps, menus and reviews) visit the Northampton Chamber of Commerce site:

<http://northampton.chambermaster.com/list/QL/restaurants-food-beverages-22.htm>

## ROOM/HOTEL ACCOMMODATIONS

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If you're visiting Smith College, there are plenty of nearby accommodations. Although we make no specific recommendations, all those listed below are within an easy drive of the campus. The first two are within walking distance.

PLEASE NOTE: This listing of Northampton-area hotels, motels and bed-and-breakfasts does not imply an endorsement by Smith College of any of these lodgings. Some hotels on this list might not be handicap accessible or might only have limited accessibility. For information on handicap accessibility, visitors are advised to contact the hotel directly.

### Contract Rates (for Northampton-Area Hotels)\*

Smith group bookings and individual reservations are available at a discounted rate\* through many Northampton-area hotels. Please see the following Web sites for participating hotels, rates, and details:

Hotel rates\*: ..... [www.smith.edu/purchasing/contracts.php](http://www.smith.edu/purchasing/contracts.php)

Other event tools: ..... [www.smith.edu/emo/forms.php](http://www.smith.edu/emo/forms.php)

\* Please note: contracts are updated annually.

### Hotels Within Walking Distance of Campus

[The Ellery](#) (Northampton) ..... 413-584-7660

[Hotel Northampton](#) (Northampton) ..... 413-584-3100

### Other Northampton Hotels

Quality Inn and Suites (Northampton) ..... 413-586-1500 0.8 miles

Fairfield Inn & Suites (Northampton) ..... 413-587-9800 0.8 miles

### Northampton-Area Bed & Breakfasts

For information on Northampton and area bed & breakfasts, visit:

Hampshire Hills Bed & Breakfast Association ..... [www.bbonline.com/ma/hampshirehillsbba](http://www.bbonline.com/ma/hampshirehillsbba)

Five College Area Bed & Breakfast Association ..... [www.fivecollegebb.com](http://www.fivecollegebb.com)

### A Short Drive from Campus (Amherst/Hadley/Holyoke)

Comfort Inn (Hadley)..... 413-584-9816

D. Hotel & Suites (Holyoke)..... 413-533-2100

EconoLodge, Hadley ..... 855-242-0338

Hampton Inn (Hadley)..... 413-586-4851

Holiday Inn Express Hotel & Suites (Hadley) ..... 413-582-0002

Howard Johnson Inn (Hadley) .....	413-586-0114
Knights Inn (Hadley) .....	413-585-1552
Marriott Courtyard Hotel (Hadley).....	413-256-5454

### 6–10 Miles from Campus

Hoyoke Hotel & Conference Center (Holyoke)	413-665-8821	7.9 miles
Hotel Umass (UMass, Amherst)	413-549-6000	9.1 miles
University Lodge (Amherst center)	413-256-8111	8.2 miles
Whately Inn (Whately, off of Route 5/10)	413-665-3044	9.3 miles

### More than 10 Miles from Campus

*Red Roof Inn (South Deerfield, Route 5/10)	413-665-7161	11.2 miles
Holiday Inn at Ingleside (Holyoke, Route 5)	413-534-3311	12.0 miles
*Granby Motel (Granby, Route 202)	413-467-9256	13.3 miles
Quality Inn (West Springfield, near I-91/Rte. 5)	413-739-7261	14.9 miles
*Clarion Hotel (West Springfield, Route 5)	413-781-8750	15.1 miles
*Hampton Inn (West Springfield, near I-91/Rte. 5)	413-732-1300	15.4 miles
*Hampton Inn and Suites (Greenfield)	413-773-0057	
Comfort Inn & Suites (W. Springfield, near I-91/Rte. 5)	413-736-5000	15.8 miles
*Econo Lodge (West Springfield, Route 5)	413-734-8278	15.8 miles
*Deerfield Inn (Deerfield, off Route 5/10)	413-774-5587	16.5 miles
*Days Inn (Chicopee, near Mass. Pike)	413-739-7311	17.9 miles
*Days Inn (Greenfield)	413-774-5578	miles
*Quality Inn (Chicopee, near Mass. Pike)	413-592-6171	18.2 miles
Econo Lodge Inn and Suites (Westfield, near Mass. Pike)	413-568-2821	18.5 miles
Springfield Marriott (Main St, Springfield)	413-781-7111	18.7 miles
Candlewood Suites (West Springfield)	413-739-1122	
Super 8 Motel (Greenfield, near I-91)	413-774-5578	19.4 miles
*Comfort Inn & Suites (Ludlow, near Mass. Pike)	413-589-9300	23.9 miles
*Comfort Inn & Suites (West Springfield)	413-736-5000	
Residence Inn by Marriott (West Springfield)	413-732-9543	

## SERVICES & SUPPLIERS

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### **CANDY / CONFECTIONARY**

**Richardson's Candy Kitchen**  
500 Greenfield Road/Route 5  
Deerfield, MA 01342  
413-772-0443

**Sweeties Fine Chocolate**  
68 Main Street  
Northampton, MA 01060  
413-586-4180

### **COPIES / PRINTING**

**Amherst Copy & Designworks**  
37 E Pleasant Street  
Amherst, MA 01002  
413-549-2854

**Collective Copies**  
93 Main Street, #1  
Florence, MA 01062  
413-586-5829

**Collective Copies**  
71 South Pleasant Street  
Amherst, MA 01002  
413-256-6425

**Copy Cat Printshop**  
127 A Damon Road  
Northampton, MA 01060  
413-549-2854

**Marcus Printing Co**  
750 Main Street  
Holyoke, MA 01040  
413-534-3303

**Paradise Copies**  
21 Conz Street  
Northampton, MA 01060  
413-585-0414

**PIP Printing & Marketing**  
175 Benton Drive  
East Longmeadow, MA 01028  
413-532-9417

**Puffer Printing**  
45 1/2 Union Street  
Easthampton, MA 01027  
413-527-1069

**Staple's**  
125 Westgate Center Drive  
Hadley, MA 01035  
413- 253-2599

### **COPIES / PRINTING (CONT)**

**Sunraise Printing**  
322 Russell Street  
Hadley, MA 01035  
413-586-7133

**Tiger Xpress**  
155 Industrial Drive  
Northampton, MA 01060  
413-224-2100

### **DISC JOCKEYS / KARAOKE**

**Cloud 9 Productions**  
351 Pleasant Street, #1  
Northampton, MA 01060  
413-584-0964

**Dana Collins Disc Jockey**  
35 State Street  
Northampton, MA 01060  
413-387-7390

### **FRUIT BASKETS**

**Atkins Farms Bakery**  
1150 West Street  
Amherst, MA 01002  
413-256-6038

**Cooper's Corner**  
31 Main Street  
Northampton, MA 01060  
413-586-1684

**Edible Arrangements**  
41 Russell Street, #3  
Hadley, MA 01035  
413-584-0505

**Nuttelman's Florists Inc.**  
135 Woodlawn Avenue  
Northampton, MA 01060  
413-584-2272



**FLOWERS / BALLOONS****Big-Y**

136 North King Street  
Northampton, MA  
413-584-6137

**Florence Village Flower & Gift**

5 North Maple Street  
Florence, MA 01062  
413-584-9595

**Forget Me Not Florist**

Thornes Market  
Northampton, MA 01060  
413-584-6800

**La Salle Florist**

23 Lasalle Drive  
Whately, MA 01093  
413-665-2653

**Nuttelman's Florists Inc.**

135 Woodlawn Avenue  
Northampton, MA 01060  
413-584-2272

**Super Stop & Shop**

228 King Street  
Northampton, MA 01060  
413-584-9200

**FRUIT BASKETS****Atkins Farms Bakery**

1150 West Street  
Amherst, MA 01002  
413-256-6038

**Cooper's Corner**

31 Main Street  
Northampton, MA 01060  
413-586-1748

**Edible Arrangements**

41 Russell Street, #3  
Hadley, MA 01035  
413-584-0505

**Nuttelman's Florists Inc.**

135 Woodlawn Avenue  
Northampton, MA 01060  
413-584-2272

**State Street Fruit Store**

51 State Street  
Northampton, MA 01060  
413-584-2301

**MUSIC EQUIPMENT RENTAL****Downtown Sounds**

21 Pleasant Street  
Northampton, MA 01060  
413-586-0998

**PHOTOGRAPHERS****Caron Photography**

57 Fort Street  
Northampton, MA 01060  
413-584-1821

**Chelynn Tetreault Photography**

300 Pleasant Street, #2  
Northampton, MA 01060  
617-939-7657

**Derek Fowles Photography**

351 Pleasant Street, #212  
Northampton, MA 01060  
413-584-7756

**Derek Goodwin Photography**

245 Main Street  
Northampton, MA 01060  
413-320-1001

**Ellen Augarten Photography**

253 Crescent Street  
Northampton, MA 01060  
413-584-6377

**Eric Poggenpohl Photography**

136 West Street  
Northampton, MA 01060  
413-585-5852

**Hawkeye Photography**

249 South Street  
Northampton, MA 01060  
413-584-0862

**Kevin Downey Photography**

221 Pine Street, #254  
Florence, MA 01062  
413-584-0670

**Moti-Media Photography & Graphic Design**

12 Linden Street  
Northampton, MA 01060  
413-203-4468

**Pivot Media (Jim Gipe)**

70 Maple Street  
Florence, MA 01062  
413-584-5302

## **PROMOTIONAL PRODUCTS**

### **Krismar Promotional Products**

2 White Brook Lane  
South Hadley, MA 01075  
413-540-9980

### **On the Button**

59 Nonotuck Street  
Florence, MA 01062  
413-586-8554

### **Signarama**

879 Boston Road  
Springfield, MA 01119  
413-200-9570

### **Valley Marketing**

1029 North Road  
Westfield, MA 01085  
413-529-1115

## **RENTAL SERVICES**

### **Just Ask Rental**

65 Union Street  
Easthampton, MA 01027  
413-529-2400

### **Northampton Rental Center**

59 Service Center Road  
Northampton, MA 01060  
413-584-5072

### **Taylor Rental of Hadley**

301 Russell Street  
Hadley, MA 01035  
413-584-4184

## **SCREEN PRINTING**

### **One Way Screen Printing**

47 East Street, Suite 2  
Hadley, MA 01035  
413-584-0091

### **Pacific Printing**

19 Damon Road  
Northampton, MA 01060  
413-585-5700

### **Sunraise Printing**

322 Russell Street  
Hadley, MA 01035  
413-586-7133

## **SOUND SERVICE**

### **Armadillo Audio Group**

138 Harkness Road  
Amherst, MA 01002  
413-253-1775

### **A-V Archives & Productions**

140 Pine Street  
Florence MA 01062  
413-586-3296

### **Avocet Productions**

1394 Mohawk Trail  
Shelburne Falls MA 01370  
413-625-2440

### **Dan Richardson**

413-584-7351  
<http://nottooloud.com>

### **Kame'a Media**

PO Box 66  
Northampton, MA 01061  
413-584-4672

### **Klondike Sound LLC**

37 Silvio Conte Drive  
Greenfield, MA 01301  
413-772-2900

### **New York Sound & Motion**

83 Carando Drive  
Springfield, MA 01104  
413-734-3456

### **Pinehurst Pictures & Sound**

351 Pleasant Street, #435  
Northampton, MA 01060  
413-584-6200

### **Zasco Productions**

340 McKinstry Avenue, Suite 400  
Chicopee, MA  
413-534-6677