

Event Planning at Hampshire College



A Handbook and Resource Guide for Students

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This guide has been created by Campus Leadership & Activities (CLA) to provide you with the information you will need in planning events for the Hampshire community. Planning an event can be an exciting and rewarding process. Familiarity with the college's event planning procedures and resources available on campus will help to ensure the success of your event. Though this guidebook is meant to be comprehensive, it is impossible for it to answer and address all of the questions and concerns you might have with regard to holding events on campus. For that reason, we encourage you to talk with our staff listed below, who are available to help you with event planning from start to finish.

Campus Leadership & Activities encourages student leadership and supports social, cultural, and political student initiatives. CLA is a student activities resource center, supporting students as they plan programs and events, create student groups, as well as build and serve the community. The CLA staff can give advice, provide consultations, and answer any and all questions to help students become active participants in the life of the college. CLA is additionally responsible for the coordination of Hampfest, Hampshire College's student activities fair, the Tavern coffeehouse and art gallery, the Ingenuity Awards, the annual Eric Carle Museum Reception and EPEC, the Experimental Program in Education and Community.

Campus Leadership & Activities

Open Monday through Friday, 8:30am to 4:30pm

Call us at x6005 or email us at leadership@hampshire.edu

For more information, visit <https://www.hampshire.edu/cla/campus-leadership-and-activities>

Gretchen LaBonte

Assistant Dean of Students and Director of Campus Leadership and Activities

X6666, glabonte@hampshire.edu

Gretchen is available to advise all students and student groups on risk management, trips, funding, event planning, student group recognition, and any other student group or activity-related concerns. Gretchen works in the Dean of Students Office, located on the second floor of the Merrill Student Life Center.

Carolyn Strycharz

Assistant Director of Campus Leadership and Activities

x5746, ckoske@hampshire.edu

Carolyn is available to assist any student or student group in finding answers to their event planning or student group recognition questions. She can also help you with any questions you have about student group contracts for outside vendors or performers and student group transportation by pool vehicle or zip car. Carolyn works in Campus Leadership and Activities, located on the first floor of the Dakin Student Life Center.

Julie Rosier

FundCom Office Assistant

x6763, jrosier@hampshire.edu

Julie can assist any student by answering questions about the funding process, paperwork, and student group accounts. She is also responsible for the processing of student group purchase orders and reimbursements as well as buying approved items for student groups with the college-purchasing card. Julie also lends administrative support to FundCom in their allocation of funds from the Student Activities Fund (SAF). Julie works in Campus Leadership and Activities, located on the first floor of the Dakin Student Life Center.

Brooke Huynh

Program Assistant

X6213, bhuynh@hampshire.edu

Brooke can assist any student or student group in finding answers to their event planning questions. She is also responsible for the processing of all event registration forms and scheduling event security and can help you with any questions you have about those as well. Brooke works in Campus Leadership and Activities, located on the first floor of the Dakin Student Life Center.

1. Steps Needed to Plan a Successful Event:

The following steps, in this order, are all key pieces of ensuring a smooth planning process for your event. This list is generic for all events, and so it does not include information on advertising, and services that may be specific to your event.

We encourage you to set up a consultation with one of the staff members in Campus Leadership and Activities to help plan these particular details.

Create Budget and Secure Funding (As you begin to plan and think about the event)

Because funding plays an important part in the event planning process, you want to get an early start on this part. The first step in the funding process for any event is to create a budget (including any allocations for advertising, performer costs, lighting, sound, food, and security). If you are not part of a student group, consider connecting with student groups who might be interested in participating/co-sponsoring the event. **DO NOT COMMIT TO PUTTING ON AN EVENT UNTIL YOU HAVE ASSURANCE THAT YOU WILL BE ABLE TO FUND IT.**

Once your budget is set you can submit for funding. For more detailed information on funding procedures please refer to the *How To Get Funding* section further on in this handbook.

Choose a Date (At least 3 to 4 weeks before the event)

It's important to consider what other events are already scheduled on campus when choosing your event date, in order to minimize competition for event participants. You will additionally want to consider the time of the semester that you are planning your event for, to determine the optimal day and time for the program. For example, planning an event the last week of classes may yield a low turnout because so many students will be busy with final papers and projects. Finally, keep in mind that events cannot occur before the first day of classes in the fall, or one week after the last day of classes in the spring.

Reserve a Space and Register Your Event!! (MINIMUM two weeks before the event)

You will need to submit an Event Registration Form (ERF), which can be found at <https://www.hampshire.edu/cla/information-for-student-events>. Through submission of this form, your space is reserved by Event Services, and then sent to CLA who approves or denies the event. More detailed information about the ERF and process is available in the *How To Register Your Event* section further on in this handbook.

Reserve Media Equipment and Staff (At least one week prior to the event)

Do you need anything from Media Services: PA system, Microphones, Projector, etc? To schedule equipment and technicians you must complete and submit the form on the Media Services website at <https://www.hampshire.edu/media-services/academic-event-support>. Charges will vary based on needs and hours for technicians and equipment rental.

Additional Steps Needed if Serving Alcohol (MINIMUM two weeks before event date)

You will need to meet with Pam Tinto in the Dean of Students Office (Contact Information: ptinto@hampshire.edu, x5751) to work out the alcohol service details, which include securing and paying a trained authorized server, providing food and non alcoholic beverages, as well as completing the required alcohol service contract. Alcohol may not be paid for by Student Activities Fund (SAF) money; it must be purchased personally.

Submit Contract Request Forms to CLA (MINIMUM two weeks before event date)

Any performer/lecturer/vendor invited to an event sponsored by the Student Activities Fund (SAF) must complete and sign a Hampshire College Contract. In order for a contract to be created and sent, a student organizer must submit a completed Contract Request Form to Carolyn Strycharz. The Contract Request Form must be filled out with all pertinent information and details of who is being paid by the College. Contract Request Forms should never be sent directly to the performer/lecturer, student group signers must complete them. Carolyn Strycharz will then draw up a contract and email it along with any necessary tax forms directly to the performer/lecturer/vendor for them to complete, sign and send back to CLA. **Payment cannot be processed without a signed contract.** Once the signed contract is received by CLA then payment to the performer/lecturer/vendor is generated by College check. Completing this process early ensures payment in a timely manner. For any questions concerning contracts see Carolyn Strycharz in Campus Leadership and Activities.

Large Events, Conferences, and Multiday Events

Large Events

Events with an expected attendance of more than 200 individuals require consideration beyond the two-week event-registration requirement. Campus Leadership and Activities will work in conjunction with student organizers in an attempt to accommodate large events. However, because each event may require unique considerations, each must be evaluated on a case-by-case basis.

Hosting Conferences or Multiday Events

Students who want to hold a conference or multiday event on campus must do so in conjunction with campus leadership and activities. Conference planning requires a large amount of preparation and logistics. Considerations need to include: expected attendance of on- and off-campus individuals, parking and traffic, time of year, security, food, lodging, cost, location, setup, technical needs, conflicts, advertising, and guest registration.

Campus Leadership and Activities has guidelines that student organizers need to follow when planning a conference or multiday event. Planning must begin at least four months in advance. Due to availability of campus resources, students and student groups are allowed to host only one conference or multiday event a year. For information about additional requirements and planning procedures, please visit campus leadership and activities.

2. How to Request and Receive Funding:

If you need funding for your event, you will want to start by creating a budget and an outline of your funding request. Submitting your request sooner rather than later is key to receiving funding and being able to plan your event. Certain organizations and offices won't give funding if you submit later than two weeks before your event date.

Student Activities Fund (SAF) Requests Through FundCom:

Funding can be obtained from FundCom, the Student Activities Fund (SAF) allocation body of Hampshire College, who review and allocate funding for community activities and events. Using Zoho, FundCom's online funding platform system, which can be found here: [file:///localhost/\(https://creator.zoho.com/ficom.hampshire.fundcom#Form:Event_Request\)](file:///localhost/(https://creator.zoho.com/ficom.hampshire.fundcom#Form:Event_Request)), you can submit funding requests for your events. **Make sure your funding requests are submitted two weeks before the event or it will not be approved.** If you have any questions or concerns regarding SAF funding please email FundCom at hsufundcom@gmail.com.

Information to Include in Your Zoho Funding Request:

- Student group name (you can select Not a Student Group), account number (if applicable) and the names of three event organizers.
- Event Title and Description, Date, Time, Location, and Expected Attendance.
- Breakdown of your projected costs for the event – Allocated amounts for Performer Costs, Lighting and Sound, Food (\$5 per person), & Other Costs. All events are automatically allocated \$5 for Advertising. Security Costs are built into event approvals so you do not need to include these costs.

Other places to ask for money:

- Residence Life Staffs and School Offices will generally donate money, particularly if they feel the event is relevant to their mission or other programming they have organized.
- Other offices on campus may also give money depending on the type of event, including the President's Office, Dean of Students Office, Campus Leadership and Activities, Cultural Center, Center for Feminisms, Spiritual Life, Wellness Center, and more.
- Planning on having an event that incorporates the Five Colleges? Talk to the Five College Coordinating Board, a student run group that can allocate funding. For more details, visit their website: <https://www.fivecolleges.edu/studentboard>.

*Be sure to give credit to sponsors in your advertisements or mention them at the event.

Depositing Funds

If you're a recognized student group, any approved funds from FundCom, campus offices, or departments directly transferred into your student group account. If you're not part of a student group, there is a Non Student Group Account for events that funds will be deposited into in order to process payments.

3. How To Register Your Event:

An **Event Registration Form (ERF)** is required for every student event. The link to the ERF can be found on the CLA website: <https://www.hampshire.edu/cla/information-for-student-events>.

Through submission of this form, your space is reserved by Event Services, then sent to CLA who approves or denies the event, then notifies Campus Police, Media Services, and other relevant offices of the event so that security and other needs can be scheduled.

A few things to keep in mind about ERFs:

- Always complete an ERF a *MINIMUM* of two weeks in advance of your event (not including the day it's submitted). The longer notice you can give, the better. ERFs submitted within the two-week deadline before your event will not be approved.
- Any event involving alcohol must have an ERF approved at least two weeks in advance and must complete the additional alcohol service requirements listed previously.
- CLA will determine, based on your ERF information, if a Campus Police officer and/or Crowd Manager will be required to work your event and schedule accordingly. Some events may require additional security staff, including some events held in the Red Barn, Dining Commons or Prescott Tavern, any event involving alcohol, or events with particularly large projected attendance.

- As of June 2011, the State of Massachusetts requires that a certified Crowd Manager attend events occurring in spaces with a capacity of 100 people or more where there is amplified or live music. This impacts events in the Red Barn and Dining Commons. One Crowd Manager is required for all events in the Red Barn and two Crowd Managers are required for events in the Dining Commons. There is a fee of \$24/hour and a two hours minimum for these professionals to be hired. Actual or projected attendance at your event does not eliminate you from having to hire a Crowd Manager; it is based on the fire capacity of the space as dictated by the Town of Amherst.
- An ERF is not only useful for the Event Services, CLA, and Campus Police, but it can be helpful to you as well. The information required for this form will help you finalize all sorts of details for your event—time, venue, date, and so on. You will also be asked to name two student leaders who will be responsible for the overall safety of the event, even if Campus Police staff is present at the event.

If you have any questions about the Event Registration Form, CLA can help you. Once your ERF has been approved, CLA will email you to confirm the registration of your event.

4. Advertising for the Event:

Advertising an event can be one of the most challenging, yet underrated, aspects of running a successful program. Good advertising is more complex than making and hanging a few simple posters around campus. With a little effort, however, you can run an ad campaign for your event that will be unique, stand out, and ensure high attendance.

MAKING THE PERFECT POSTER

Have you ever noticed the excessive number of posters on campus? How often have you really looked at any of them? How many of those posters have ever encouraged you to attend an event? If your answer is rarely, then you are definitely not alone. A small percentage of the school's population actually pays attention to these posters, because usually they are grouped together and look very similar. Here are some tips to creating unique posters for your event:

1. USE BRIGHTLY COLORED PAPER

2. MAKE YOUR POSTER DIFFERENT

Consider ways to make your poster stand out look different, especially from far away.

- Print the text on the poster at an angle.
- Cut the poster into an interesting shape.
- Use phrases or questions, like "DO YOU WANT TO MAKE A DIFFERENCE?" that grab people's attention, written in big, bold letters.
- Mount a bright poster on a piece of large black paper.
- Make "lead up" posters. Two weeks before the event run a teaser campaign to let people know something big is coming. One week before the event release new posters with more details. A few days before put out a final round of posters to get people excited.
- Try other unusual tricks. For example, creatively misspell something on your poster. It will catch people's eye because of this misspelling, but they will end up reading and absorbing the whole poster.

3. USE AN INCENTIVE TO SELL YOUR PROGRAM

Of course one of the greatest incentives to attend a program is the promise of free food. Don't hesitate to mention any free giveaways or other incentives that will be part of your event on your

posters. Other incentives may include one-liners such as “appearing one night only” - anything that makes people realize that your event is not to be missed.

4. CHOOSE EYE-CATCHING FONTS/GRAPHICS

Find old magazines that you can cut up and use to enhance your flyers. Most posters are text-only, so include some photos or illustrations or other graphics to make your poster stand out. You can also download fonts on the Internet to use in creating your advertisements—don't feel confined to the standard fonts on your computer.

5. S-P-A-C-E IT OUT AND KEEP IT SIMPLE

One problem with flyers is that you want to convey so much information, the flyer ends up becoming cluttered. Avoid all that! Only use the most pertinent information and **MAKE IT VISIBLE**, then direct people to a website for more information.

Where to publicize on campus:

- Library, Post Office, RCC, & FPH Bulletin Boards
- CLA Events Calendar (Added through ERF if YES is checked on last question)
- What's Happenings in the Dining Commons & Bridge (Same as Above)
- Bathroom Stalls
- Housing Areas – Entrances and Building Exteriors
- Academic Buildings & Offices
- Random Places — Use the Element of Surprise to Your Advantage
- Submit an advertisement for your event to Hampshire publications, including The Omen (https://hampedia.org/wiki/The_Omen) and The Climax (https://hampedia.org/wiki/The_Climax).

Sidewalk Chalking

In addition to hanging posters, you can also try sidewalk chalking on any exterior horizontal surface where rain can wash the chalk away. This is a great, low-cost, high-return way to get your event noticed. **Please Note: Hampshire College policy prohibits chalking on any vertical exterior surfaces (ex. side of building) or any interior surfaces.**

Stuffing Mailboxes

There is no better way to get a message to every student on campus than to put individual announcements in everyone's mailbox. Keep in mind that people get a lot of junk mail, though, so your ad will need to be simple and stand out.

- Call the Post Office at x5446 to find out if there is a particular time that is best for you to come by and stuff boxes.
- Show up at the designated time, sign in, and start stuffing. It will take you about 45 minutes to stuff all the boxes on your own.
- Attaching a small piece of candy to your mailbox stuffers will help to ensure that people read your advertisement.
- It is advisable to print your flyer in a small format (postcard or smaller size) and have it on brightly colored paper. You may not be able to fit the same amount of information on your mailbox stuffer that you have on your posters, but you can refer people to posters or an applicable website for additional information. Remember to use big fonts: no one wants to have to squint to read about your event.

Publicize Electronically

Advertising online is an efficient and cost-effective way to get your event noticed. Consider the capacity of your location, safety, and other limitations before publicly announcing an event.

- **Hampshire Intranet / Daily Digest Announcements:** <https://intranet.hampshire.edu/>
- **Facebook:** Making a Facebook event or page can prove to be extremely helpful when creating an event. Whether you simply want to advertise for your event, send out updates, or have a place people can get excited about the event can do wonders for organizing and running your event.

- **Emailing** lists of relevant student groups: <https://lists.hampshire.edu/mailman/listinfo>.
- **TimesSquare** in the Library can be contacted through timesquare@hampshire.edu. Please send posters only in landscape-oriented, 1920x1080-sized JPEGs and PDFs as only those will be accepted. All other formats and sizes will be returned with notes on how to change a given submission.
- Post your event on the **Five College Event Calendar** where all five schools can view it. http://calendar.fivecolleges.edu/FiveCol/calendrome.cgi?about=calendar&list=Off&state_values

Tabling

Consider reserving a space in the Dining Commons (call x5750) or in the Johnson Library Center (<https://www.hampshire.edu/library/tabling-guidelines>) to do some tabling. Make posters and prepare handouts with the date, time and location of your event, then spend a few hours at a table chatting up students as they walk by. Often times a personal conversation is just what it takes to get someone to be interested in an event.

Spread the Word

It's no-fail—the single best way to advertise your program is through word-of-mouth. Tell your friends, your RA, and your professors and get them to help you spread the word. Talk to your friends and get their advertising ideas—there are an endless number of ways and places to publicize your event.

Campus Leadership and Activities staff is also available to meet with you to help you plan your advertising and your event in general. Contact CLA by email at leadership@hampshire.edu or at x6005 to inquire about setting up an appointment.

5. Event Planning Resources:

There are many different offices on campus that you may find helpful resources in making your event a success.

Campus Leadership and Activities (CLA)

Phone: x6005

E-mail: leadership@hampshire.edu

CLA can help you with all of the logistics for your event and help to make it happen. Come to us with any questions you have related to event planning or student groups in general. For more information on our resources please visit our website at <https://www.hampshire.edu/cla/campus-leadership-and-activities>. Also check out our Student Events Calendar at <http://www.hampshire.edu/studentlife/572.htm> and our Hampshire CLA Facebook Page!

Event Services & Summer Programs

Phone: x5610

Email: events@hampshire.edu

Visit the Event Services website at <https://www.hampshire.edu/event-services/event-services-and-summer-programs> to get information about spaces before you fill out the Event Registration Form (ERF) online. The Event Services website can tell you what spaces are available, how many people they can hold, and more. It can also help you to figure out your furniture and media service needs for your space.

Campus Police

Phone: x5424

Before you file an event registration form, you might want think what about services from Campus Police you may need. Will there be people who will need to park cars? Is your event outside? Are you expecting a big group and need crowd control? Campus Police may also contact you directly if they feel that an employee of their office is necessary at your event.

Media Services

Phone: x5435

E-mail: media@hampshire.edu

Media Services coordinates the borrowing of all films and videos in the Five College collection, loans of video production and audio/visual equipment, reservations for film preview rooms and film/video reference help. More information on their resources can be found on their [website](#). Media Services can help you figure out what your media needs are for your event, and they can even provide staff to help run any equipment you might be using.

Bon Appetit Dining Services & Catering

Phone: x6235

Email: catering@hampshire.edu

[Bon Appetit](#) can assist you with any catering needs you have, large or small. Speak with the Catering Manager or visit [Catertrax](#) to see what options they have available that suit your event and your budget, from snack platters and small buffets to full sit-down dinners. You may also have student group meetings or small events in the Dining Commons and have the meals supplemented by your student group account. If you are interested in this option, arrangements must be made prior to your meeting or event with the FundCom Office Assistant.

Dean of Students Office

Phone: x5412

Email: studentlife@hampshire.edu

The [Dean of Students Office](#) provides a broad range of student services and facilitates educational and campus life opportunities within the division of student life. The Dean of Students Office is located on the second floor of the Merrill Student Life Center.

Duplication Center

Phone: x5512

E-mail: xerox@hampshire.edu

The Duplications Center is located on the lower level of the Johnson Library Center. Duplications provides a full range of quality duplicating services including black and white copying/printing, offset press, spot color enhancement, collating/stapling, binding, folding, cutting, drilling, booklet making, copyright clearance and laminating. Duplication jobs can be charged directly to student group accounts using the appropriate account number. A list of student group account numbers can be found [here](#) on Hampedia.

Student Groups

Find recognized student group contact information at <http://studentgroups.hampshire.edu>.

When organizing, consider collaborating with other student groups as well as staff and faculty that may tie into your event. Campus Leadership and Activities can help you make connections with these groups, or you can find them for yourself on Hampedia at https://hampedia.org/wiki/Recognized_Student_Groups.

6. Campus Venues

The facility information sheet, linked below, is a list of spaces on campus that you might consider using for your event*, as well as the general capacity of those spaces.

https://www.hampshire.edu/sites/default/files/specialprograms/files/Facility_information_Fall_2013.pdf

To reserve a space, unless otherwise noted, please complete an Event Registration Form (ERF). For more detailed information please visit Event Services & Summer Programs.

*Note: Please see section 10 for information about locations for hosting accessible events.

7. Regulations and Safety Guidelines:

The regulations and guidelines below are an important reference to use as you plan events on the Hampshire College campus.

Statement of Non-Discrimination

Hampshire College reaffirms publicly its moral and legal commitment to a policy of equal opportunity in education and employment. Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission. Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletic and other administered programs.

Hazing Policy

The College prohibits hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a college. Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drugs, or other substance, or any other forced physical activity, that could adversely affect the physical health or safety of the individual. Hazing shall also include any activity that could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that adversely affects the mental health or dignity of the individual. Any of these activities upon which the initiation or admission into, or affiliation with, a college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Any activity organized by a student group or members of a student group that involves a member in practices that are injurious or potentially injurious to an individual's physical, emotional, or psychological wellbeing (as determined at the sole discretion of the College) shall be cause for disciplinary action. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student group members in question, including new and initiated members.

Food Preparation

Careful attention needs to be paid to the handling of food before, during and after preparation to make sure it is safe for consumption. If not purchasing food prepared by a licensed vendor, like Bon Appetit, and you are planning to prepare high-risk foods to serve (such as sushi), make an appointment to discuss options with the Hampshire College Dining Services. This does not mean you will have to order through catering, it will just be a way to get advice from a food service professional about the safety of your plan.

When serving food at an event, assign someone to make sure the food safety guidelines are followed. Do not give away or donate perishable leftovers. Keep in mind that someone may try to hold you, your student group and the College responsible if they get sick from food you serve. For this reason, and to avoid illness, it is better to err on the side of safety and dispose of food rather than serve it or donate it and risk illness.

Screening of Films, Videos and DVDs

Students often want to show movies or videos in classrooms and auditoriums for their student groups or just for fun. Unless you acquire the tapes with public performance rights you will be breaking the copyright law. You cannot simply go to the video store, rent a video or DVD and show it in a public space—these copies are not licensed for public performance. Even if you do not charge an admission for the movie you are still breaking the law. If you want to have a screening the best way is to talk with CLA and they will work with you to buy the rights to the film so you can make your screening happen.

Postering Policy

Posters are permitted only on bulletin boards not designated for other purposes and on glass spaces specifically designated for postering. Students are encouraged to use the bulletin boards under the walkway along the west wall of FPH and the north wall of the Johnson Library underneath the bridge. Posters placed anywhere but upon designated bulletin boards and glass spaces shall be removed with no regard to content. All posters will be removed from these designated spaces on the last working day of the month without regard to content.

Chalking Policy

Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of Facilities & Grounds staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, or other structures.

Expenses and Reimbursement

If you are working with or you are part of a student group there are policies and guidelines regarding spending procedures you must follow if you want to be reimbursed. A copy of these policies can be found on Hampedia on FundCom's page: <https://hampedia.org/wiki/FundCom>.

8. How Do I Host a Sustainable Event?

Whatever group you run or event you are involved in, there are always ways to think about the far-reaching impacts your activities will have on the planet. Meetings and events typically require a number of purchases to be made and can result in a lot of trash. As the organizers of such gatherings, it is important to plan ahead in order to lessen the resources you will use and throw away. Below are a few tips to help you.

Buy Local Products

Hampshire College's Student Government doesn't support Wal-Mart because of its treatment of employees, its impact on local economies, and its environmental practices. These arguments could be made for other super chain stores in the area too. Feel encouraged to shop at locally owned stores and co-ops when buying things for your group. This will support the local economy and reduce the environmental impacts of transportation.

Some local shops include Atkins Farms Country Market, Maple Farm Foods, Cushman Market, River Valley Market, Amherst Farmer's Market, Cornucopia Foods, A.J. Hastings, Collective Copies, Amherst Farmer's Supply, and the Hampshire College Farm and CSA.

Mixed Nuts Food Co-op

Hampshire College Campus

Located in the Roos-Rohde House

E-mail: mixednutscoop@gmail.com

Mixed Nuts is a student-run, cooperatively managed food market, which has been on campus since the 1970's! They offer a variety of nuts, juice, ice cream, tea, coffee, snacks and more. Pre-ordering of produce, baked goods, dairy, etc is also available from Mixed Nuts. For more information visit the Mixed Nuts Hampedia page at https://hampedia.org/wiki/Mixed_Nuts. Student groups who are interested in using Mixed Nuts to purchase meeting or event food should contact CLA to make arrangements.

Local Foods Initiative (LFI)

The Local Foods Initiative is dedicated to the appreciation and promotion of the diverse food products produced in the Pioneer Valley. Want to get help finding local food or products for you event? Contact students from the Local Foods Initiative for help in finding local farmers as well as producers of all things local. Visit the Local Foods Initiative Hampedia page at https://hampedia.org/wiki/Local_Foods_Initiative for signer contact information and more resources and links to information on local foods.

Reduce Garbage

Just try to picture the number of plastic forks that someone used *once* before they ended up in the landfill. If you can, buy biodegradable paper plates, cups, and utensils for events. The staff in the Dining Commons can help you order these if you talk to them in advance (if you do this, make sure you have a bin for compost and let people know to put their biodegradables in it). If you can't buy compostable products, look for plates, cups, and utensils with recycled content. You can even use real dishes, wash them and reuse them at the next meeting which saves money, a few non-renewable resources, and prevents unnecessary pollution. You could also ask people to bring their own plates, cups, and utensils to events or meetings if you want to be the most environmentally friendly of all. Provide recycling bins at all of your events. Ask Event Services to arrange for them to be on location at a big event or to report that your meeting room does not have one.

Conserving Paper

Could you print up those posters on the backs of already used paper? There are lots of old posters around campus, all the colors and sizes of the rainbow, and free is cheap! Duplications will print on the back of paper for you, as long as there is no tape on it. If you are making a lot of posters, try making half or quarter sheets instead of full sized posters. If you are making large posters, try using some of the ever-present cardboard from the recycling sheds. You can paint or cover it if you need to and you don't have to waste gas going to town to buy poster board. Also consider using TimesSquare for announcements. It saves on paper and a lot of people see it.

9. How to Plan Accessible Events:

In accordance with our commitment to human rights as well as our obligations under the law, we want to make events on the Hampshire campus as accessible as possible. This could mean hiring American Sign Language interpreters or choosing wheelchair accessible locations or other such accommodations. The Director of Accessibility Resources and Services is responsible for the coordination and provision of services and accommodations for students with disabilities. Please contact them at x5498 or via email at accessibility@hampshire.edu to discuss arrangements.

It is advisable to give timely notice of the availability of accommodations on all publicity information (poster, press release, etc.) for an event. It is sufficient to say, "If you require special accommodations, please contact _____ at least two weeks before this event." You can list a member of your group as the contact person for accommodations or the Director of Accessibility Resources and Services. Costs incurred are the responsibility of the sponsoring student group. If someone contacts you, always ask specifically what the person needs in terms of accommodations. Everyone has a different degree of ability and disability and therefore may need different arrangements.

Accessible Facilities

Academic buildings are generally accessible to people in wheelchairs. FPH, RCC, Library, Creativity Center, Dining Commons, and EDH all have push buttons that open the outside doors. Cole Science Center, Dining Commons, Library, ASH, and FPH have elevators that make upper floors accessible. Film and Photo, Dance, Art Barn, Cultural Center, and Writing Center are accessible, although the doors and/or passageways are difficult to negotiate for some people. The Red Barn is accessible to wheelchairs. Cole Science, EDH, FPH, RCC, Dining Commons, Library, and ASH have accessible bathrooms. West Lecture Hall in FPH has a lift that will bring a speaker from the top level of the hall to the bottom. Keys to operate the lift are in the CSI Office. Campus Police has a back-up set of keys for after hours. The bottom of the Main Lecture Hall can be accessed via elevator and a long corridor. Unless otherwise necessary, events ought not to be scheduled in spaces that are on second floors of buildings without elevators.

Transportation

Five College buses are equipped with lifts for wheelchairs. Most students with mobility limitations are eligible for PVRTA Dial-a-Ride and Five College Para-transit services. The former, with a 24-hour advance notice, will transport students just about anywhere. Five College Para-transit services will take students

who cannot use the regular buses to classes and academically related events on other campuses. Hampshire does not provide on-campus transportation.

Accessible Parking

Just about every parking lot on campus has spaces designated for people with disabilities.

ASL Interpreters

The Director of Accessibility Resources and Services and Academic Affairs keep a list of interpreters on file. There is great demand for interpreters in our area, so if you need this service please plan ahead.

Equipment

Accessibility Resources and Services have access to wheelchairs that can be lent to individuals on a short-term basis. Contact the Director of Accessibility Resources and Services if you are in need of other equipment or assistance with equipment.

10. Other Helpful Resources on Campus:

There are also different departments listed here that you might consider working with on collaborative programs. Feel free to set up an appointment with any staff member of the offices listed.

ACADEMIC PROGRAMMING

Faculty and Schools

Perhaps you want to bring some faculty on board with programs you are interested in doing. The following list has the number of each of the school offices, so you can call and get advice about which professor would best fit the nature of your program.

Cognitive Science: x5502

Humanities, Arts & Cultural Studies: x5361

Interdisciplinary Arts: x5824

Natural Science: x5371

Critical Social Inquiry: x5548

Center for Academic Support and Advising (CASA)

Phone: x5498

E-mail: advising@hampshire.edu

Located above the Dakin Living Room, CASA provides academic support, advice, programs, and resources to all students. CASA addresses questions about the advising process, the formation of committees, time management, study skills, on and off campus courses, changing advisors, and the Hampshire system in general. CASA is always interested in collaborative programming opportunities as well.

Peer Academic Resource Center (PARC)

Phone: x5425

E-mail: parc@hampshire.edu

The Peer Academic Resource Center (PARC) office is a central hub that students can go to for academic advice and assistance from older students. The PARC Office houses dozens of past students' Division contracts, self-evaluations, and portfolios. Visit the PARC Office located on the first floor of the Library during open hours. Work with PARC to offer academic programs that are centered around the student experience, as opposed to advice from staff and faculty.

COMMUNITY SERVICE

Community Partnerships for Social Change (CPSC)

Phone: x5689

The Community Partnerships for Social Change program has been a campus resource for students and faculty who wish to integrate their academic interests with their social action and community-based experiences, forging a link between the classroom and the community. A primary goal of the program is to facilitate respectful, reciprocal relationships between local communities and Hampshire College students, faculty, and staff.

HEALTH AND WELLNESS

The Wellness Center

Phone: x5743

E-mail: jperry@hampshire.edu

The Wellness Center is staffed by both the Director and work-study student staff to help provide programs that promote holistic health and wellness in the Hampshire community. The Wellness Center offers resources, support, and programs that address a broad range of health and wellness issues, including: drug, alcohol, and tobacco use; sexual health; sexual agency, and sexual violence; communication skills; healthy relationships and relationship violence; relaxation; alternative health modalities; self-care and stress; and body image and eating issues. The Wellness Center is always willing to support student initiatives that promote health and wellness and invite community members to share ideas and concerns.

The Center for Feminisms

Phone: x5320

E-mail: erimmer@hampshire.edu

The Center for Feminisms is an educational resource center dedicated to raising awareness around women's issues and gender identity and working towards an actively anti-sexist campus. The center is a safe space open to all individuals from the campus community. They provide programming and support student-initiated programming. This combination will help provide stability in programs, provide balance between needs and wants, and meet changing needs on campus. The Center for Feminisms also has a lending library, a collection of resources, and a lounge that can be used by individuals and rented out to groups.

Spiritual Life Center

Phone: x5282

E-mail: lineal@hampshire.edu

The Spiritual Life program at Hampshire College provides the space and support for spiritual exploration, development, and appreciation. They seek to encourage healthy community life, interaction, and reconciliation across boundaries of ideas, possibilities, and faiths. They offer support so that students, staff, and faculty can flourish and experience the connections between mind, body, and spirit, a place where we can become fully ourselves even as we lift up and celebrate our diverse community. The Director of Spiritual Life, Coordinator of Religious Identity and Political Intersections, the Intercultural Community Advisor and the Contemplative Life Advisor all provide programming, support, resources, and counseling and can be found at the Spiritual Life Office on the second floor of Merrill Student Services. The Spiritual Life Center is located in Donut 5 Greenwich and is host to daily meditation, a library, yoga, contemplative movement, and numerous student groups.

Outdoors Program and Recreational Athletics (OPRA)

Phone: x5470

OPRA offers many athletic opportunities. Its facilities include a pool, co-ed sauna, locker rooms, weight training equipment, a climbing wall and cave, and a playing floor with basketball hoops. Equipment can be checked out—free of charge—from the front desk with a student ID. You might consider collaborative programming with OPRA, or using their facilities for a program of your own.

DIVERSITY AND CULTURAL AWARENESS

Lebrón-Wiggins-Pran Cultural Center

Phone: x5461

E-mail: culturalcenter@hampshire.edu

The Lebrón-Wiggins-Pran Cultural Center provides a range of programs and resources to support and promote the success of students of color and international students at Hampshire College. Additionally, the center provides programs and resources to the larger campus community for engagement in issues related to race, culture, and under-representation, with the underlying goal to effect social change. If you have an idea for a program or would like to explore further a topic related to the center's mission, please email the Cultural Center.

Global Education Office (GEO)

Phone: x5542

E-mail: geo@hampshire.edu

GEO maintains an extensive collection of information on overseas educational opportunities, including independent studies and internships, community and social service in the developing world, service learning, study and travel programs, internships, and fellowships. They also work with faculty to improve existing programs and develop new opportunities for exchange and study abroad. The office particularly enjoys working with students in order to provide informational workshops and dinners. Take a look at the [GEO calendar](#) to see the schedule of events, information sessions and tables, important dates, and more!

Queer Community Alliance (QCA)

Phone: x5714

Email: erimmer@hampshire.edu

The QCA is comprised of individuals who support sexual diversity. They work to foster awareness of lesbian, gay, bisexual, asexual, trans, pan and queer issues and create a comfortable space for their discussion through social events and political activism both at Hampshire and in the community at large. For more information about the Queer Community Alliance Center, please email Emily Rimmer, Director of Women's and Queer Services, or join the QCA mailing list at lists.hampshire.edu.

CAREER PLANNING

Career Options Resource Center (CORC)

Phone: x5445

E-mail: corc@hampshire.edu

The Career Options Resource Center (CORC) helps you think about how your academic studies will ultimately translate to the world of work. They also have information on the latest internships, jobs and grad schools, other college programs, career counseling and more. CORC can help to provide a variety of workshops and programs related to career goals, continuing education, personality assessment, and more.

A Final Word

Once your event is over don't forget to submit any remaining forms such as a reimbursement. Finally, make sure to talk to the people you organized the event with as well as any people who came to the event to figure out how to make your next event even better! Also make sure to pass on what you have learned to the next person.

Holding events can be a very fulfilling and rewarding experience. With a little know-how and effort, you can make your events a huge success, and have fun in the process! Remember that Campus Leadership and Activities is here to support you as you plan events at Hampshire College. Please do not hesitate to contact us with any questions you have, or if you are in need of any guidance as your programs begin to take shape. We look forward to working with you!