EVENT HANDBOOK
2015

SECTION 1:
Introduction &
Use of College Facilities

Produced by the Events Management Office
Smith College
51 College Lane
Northampton, MA 01063
www.smith.edu/emo
Tel. (413) 585-2669
Fax (413) 585-6990
Section 1: Introduction & Use of College Facilities

Table of Contents

INTRODUCTION
   About the Event Planning Handbook 3
   Event Guidance 3
   The Events Management Office Staff 4
   Events Management Services 4
   Space Allocation Principles 5

LEVELS OF SERVICES (Events Management Office)
   For the Smith Community 6
   For External Organizations 7

USE OF COLLEGE FACILITIES
   Campus Facilities (Non-Athletic Spaces) 9
      Smith College Conference Center 9
      Other Campus Facilities 9
         Use by Faculty & Staff 9
         Use by Off-Campus Groups 9
         Use by Students 10
   Classrooms or Other Campus Rooms 10
   Lawn/Outdoor Events 11
   Insurance Requirements 12
   Sponsoring and Endorsing an Event 14
   Fundraising Events by External Organizations 16
   Requesting Space in 25Live 17
   Requesting Resources in 25Live 19
INTRODUCTION

About the Event Planning Handbook

Welcome to the Smith College Events Management planning handbook. This handbook is intended to help you navigate event planning at Smith College and to provide you with a valuable and comprehensive source of information. It is our hope that the information and tools contained within will assist you in preparing and executing a successful event. The handbook provides the following:

- Information about support services and resources at Smith and in the greater Northampton community
- Policies, guidelines, and timelines for organizing and executing an event
- Procedures to help in the planning process
- Information about campus resources
- Safety information
- Contact listings at Smith and in the community
- An overview of tasks to consider/accomplish when developing an event
- Streamlined checklists for quick assessment at all stages of the event planning process
- Additional information to assist in arranging/executing an event

This handbook can be accessed online at the Events Management Web site: www.smith.edu/emo.

Updated Information in the Handbook

Information in the handbook may change at any time during the year. At the very least, pages will be reviewed (with changes being made to the online handbook) on an annual basis. If you are reading a printed copy of the handbook and want to know if the page you are reading is current, please visit the EMO website at www.smith.edu/emo and compare your copy with the version date at the bottom of the same page online.

The success of this handbook depends heavily on its users. Please contact the Events Management Office right away at 413-585-2669 if you have any suggestions, questions, or notice any information that should be updated.
Event Guidance

The Events Management Office offers professional guidance for planning your events on campus.

The Events Management Office (EMO) of College Relations 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.

The Events Management Office Staff

If calling from off-campus, please dial 1-413-585... then add appropriate ext.# below:

Main Office Line ........................................ ext. 2669 (Fax: ext. 6990)
Director ..................................................... Peg Pitzer (ext. 2163) ppitzer@smith.edu
Annual Smith College Events ..................... Merrilyn Lewis (ext. 2603) mlewis@smith.edu
Events Space Scheduling ......................... Kathy San Antonio (ext. 2162) ksananto@smith.edu
Event Services & Resources ..................... Steve Campbell (ext. 2407) scampbel@smith.edu
Non-Smith Events .................................. Queen Lanier (ext. 2179) glanier@smith.edu
Conference Center Events .................... Addie MacDonald (ext. 6977) amacdona@smith.edu
Campaign Events ................................. Judith Roberge (ext. 2668) jroberge@smith.edu
Event Database Administration ............... Amanda Dufault (ext. 3098) adufault@smith.edu

Events Management Services

Reserving Campus Space

The EMO coordinates all space scheduled on campus in conjunction with the 25Live space schedulers, manages the 25Live scheduling program and online calendar, and is responsible for forwarding online space requests to the appropriate scheduler. In addition to available halls, performance spaces and our Conference Center, you may also browse our list of reservable classroom space. (See www.smith.edu/emo/spaces.php)

Assisting External Clients

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.
Space Allocation Principles

In March, 2012, the college’s senior administrators endorsed the following principles to guide the allocation of campus space in the face of increasing demand from internal and external users. The principles were developed through a series of facilitated discussions with key campus stakeholders and event service providers.

- Use of any campus space requires a confirmed space reservation through 25Live, even if the event has traditionally occurred without a reservation.
- Changes to confirmed reservations will only be made in extreme situations, and in consultation with all parties involved.
- Prior use of a particular space does not guarantee its future use. Each request will be considered in the context of other concurrent events and all other needs on campus at that time.
- Reservation of a space within a given facility does not grant or imply the right to use other, non-reserved space in that facility, including adjoining or common spaces.
- In the event of conflicting reservations/requests, the Events Management Office is entrusted to act in the best interest of the college after consulting with all parties involved.
- The space allocation system will be reviewed periodically to ensure the principles are being applied uniformly and effectively.
For the Smith Community

**Level A - Planning**

Conduct an initial review of the event and offer a recommendation on proposed dates.

**Level B - Consultation**

Conduct an initial review of the event and offer a recommendation on proposed dates.

Provide consultation and tools to aid in planning as well as logistical coordination to the client for managing the events. Examples of materials the EMO can provide are: event check lists, budget planning checklists, floor plans, policies/procedures for events at Smith, and a planning time-line template. The EMO staff will consult with the client throughout the process to troubleshoot and help, on an as-needed basis, to ensure a successful event.

**Level C - Assistance**

Conduct an initial review of the event and offer a recommendation on proposed dates.

Provide consultation and planning tools as well as coordination and logistical advice to college departments when it has been determined that the EMO must be involved with the event. This also includes instances when a Smith department is sponsoring or co-sponsoring an event with an external organization. In some of these instances, a member of the EMO will be identified as a contact and will work side by side with the event coordinator (e.g.: high profile keynote speaker/performer, all-college event, major/national conference).

Provide Event Service Request management through collaboration between the Service providing departments of the campus and the event coordinator.

**Level D - Management**

When a college event is managed by the EMO, a member of the EMO staff will be the primary contact and will direct the planning process and have full responsibility for the event. The EMO will coordinate the entire event and be the on-site coordinator. Examples: Opening Convocation, Rally Day, Presidential events, groundbreakings, dedications, etc.

The 25Live online reservation system is managed within the EMO. Online requests for use of college space or event resources are submitted via 25Live and forwarded to the appropriate campus space scheduler for processing.
For External Organizations

**Level A - Date Consultation**

Conduct an initial review of the event and offer a recommendation on proposed dates.

**Level B - Consultation**

Provide coordination and logistical advice to external clients planning an event on the campus.

**Level C - Space Scheduling**

Provide coordination of space scheduled in conjunction with 25Live space schedulers, manage the 25Live scheduling program and online calendar, and assume responsibility for forwarding space requests to the appropriate scheduler.

**Level D - Coordination Assistance**

Provide consultation and tools to aid in planning as well as logistical coordination. Examples of materials the EMO can provide are: event check lists, budget planning check lists, floor plans, policies/procedures for events at Smith, and a planning time-line template. The EMO staff will continue to consult with the client throughout the process to troubleshoot and help, on an as-needed basis, to ensure a successful event. Contracts, insurance requirements and cost projections are coordinated within this office, on an as needed basis.

**Level E - External Events**

Events held by external organizations at Smith are managed by the EMO. A member of the EMO staff will be the primary contact (unless the event is sponsored or co-sponsored by a Smith College department) and will direct the planning process and have full responsibility for the event. Contracts, insurance requirements and cost projections are coordinated within this office, on an as needed basis.

**Consult with the Events Management Office**

- When considering potential dates for an event
- When planning a large internal event, conference, reception, etc.
- When a Smith department sponsors or co-sponsors an external organization
- When working with an external organization, which will require preparation of a cost projection. All external groups are required to meet Smith College insurance coverage requirements and sign a contract. The contract is written between Smith College and the organization responsible for payment and/or providing service/entertainment.
- When the event will involve hiring external entertainment and/or an outside caterer: a certificate of liability must be provided to the college in the amount of $1 million from that external organization
- When alcoholic beverages will be provided, served or sold by staff other than Smith Dining Services
- For Resource Request questions, guidance or education.
- For scheduling space on campus. For problems with 25Live, contact Information Technology Services at ext. 4487.

*July 2015*
USE OF COLLEGE FACILITIES
Smith College Conference Center

All requests to use the Smith College Conference Center should be directed to the Conference Center Manager in the Events Management Office (EMO). Contact: Addison MacDonald, 413-585-6977, amacdona@smith.edu, conferencecenter@smith.edu.

When a request for an event by an outside organization is approved by the EMO, the space will be scheduled through the EMO and a confirmation email will be sent to the requestor.

The Conference Center Manager will consult with the group regarding specifics of the request and generate a cost projection and contract. The contract and cost projection will be sent via e-mail, fax, or U.S. mail so that signatures can be obtained.

The Events Management staff will coordinate charges from various support services and produce the final bill to send to the client.

The Conference Center Manager receives payment and processes it appropriately.

Other Campus Facilities – Use by Faculty & Staff

All 25Live space requests from Smith departments, programs and organizations are managed by the Events and Scheduling Systems Administrator (Kathy San Antonio, 413-585-2162, ksananto@smith.edu) and distributed by the administrator to the appropriate Space Schedulers.

Once the space is reserved, a confirmation e-mail will be sent to the Requestor.

The Events and Scheduling System Administrator must be notified of any adjustments to event time (setup, starting, ending and/or breakdown times) so they can be adjusted on the online calendar and on subsequent Building Usage Reports.

All confirmed space requests will be posted on the Smith online calendar.

Other Campus Facilities – Use by Off-Campus Groups

All space requests from outside organizations are to be directed to the Non-Smith Events Coordinator (Queen Lanier, 413-585-2179, qlanier@smith.edu) who is responsible for scheduling space and all other details for external organizations’ events on campus. Requests for major or high profile events will be referred to the Director of the Events Management Office (EMO) for consideration. If requests are for the use of John M. Greene Hall, the request will be re-directed to the Assistant Director (Steve Campbell, 413-585-2407, scampel@smtih.edu), and JMG procedures are to be followed. Visit the EMO Web site for a list of JMG guidelines.

When a request for an event by an outside organization is approved by the EMO, the space will be scheduled by the Non-Smith Events Coordinator.
The Non-Smith Events Coordinator will consult with the group regarding specifics of the request and generate a cost projection and contract. The contract and cost projection will be sent via e-mail, fax, or U.S. mail so that signatures can be obtained.

The Non-Smith Events Coordinator adds the event to 25Live.

The Non-Smith Events Coordinator coordinates charges from various support services (Catering, Facilities Management, etc.) and produces the final bill to send to the client.

The Non-Smith Events Coordinator receives payment and processes appropriately.

**Other Campus Facilities – Use by Students**

Students should consult the [Office Student Engagement](#) regarding requests for space. Requests should be entered on 25Live no later than 2 weeks before the meeting.

*The Student Organization Guidebook* ([www.smith.edu/campuscenter/guidebook.php](http://www.smith.edu/campuscenter/guidebook.php)) assists organization leaders and individual students in planning events and programs for the Smith Community.

Used in conjunction with the *Smith College Student Handbook* and the *Event Planning Brochures*, this Guidebook provides important and necessary information for students planning, as well as participating in, activities and events as part of an organization or as part of the Smith community as a whole.

Because no booklet, guide, or handbook can answer all your questions and concerns, there are a number of resource people available with whom you are encouraged to discuss your programming proposals. The professional and student staff in the Campus Center and the Office of Student Engagement work closely with several elected SGA office-holders and can provide invaluable assistance to your organization. If you are not sure with whom you should speak, the Assistant Director for the Office of Student Engagement can direct you to the right person. Early contact with the staff can help an organization avoid later problems and unnecessary hassles. Remember, no question is too trivial when it comes to the success of your event.

The following documents can also be found at the above Web page:

- *The Guide to Student Organizations and Event Planning*
- *Smith College Political and Campaign Activities*

**Classrooms or Other Campus Rooms**

Permission to use classrooms and all other campus rooms/internal spaces for events other than official college business must be obtained by the Registrar’s Office, the Events Management Office or—during the summer months—the [Summer Programs and Conferences Office](#) of Smith College.
All outdoor event spaces should be requested using 25LIVE. (Click to find complete instructions.)

The use of outdoor lawn spaces is contingent on the condition of the turf and its ability to sustain the traffic associated with an event without incurring serious damage. Some locations are off-limits at certain times and on short notice due to new planting, wet conditions, stress from weather or high usage and upcoming major events. In addition, underground utilities, plants/root systems, and other conditions located throughout our campus can also restrict usage in some areas.

The effect of weather conditions on lawn space can be difficult to predict. It is advisable to consult with Facilities Management Grounds Foreman (Bob Dombkowski, 413-585-2459, bdombkow@smith.edu) well in advance.

It is essential that you schedule an alternate location/rain site for your event if weather or other unforeseeable conditions limit use of the lawn. Please contact the Events Management Office (scampbel@smith.edu or 413-585-2407) to discuss viable alternate sites/rain plans. In the event of rain or inclement weather, a postponement may be made to the rain date if 48 hours notice is given. Please contact the Events Management Office during normal business hours to postpone an event; during night and weekend hours, please contact the Campus Police at 413-585-2490. It is agreed and understood if your outside setup needs have been fulfilled before a rain call is made, some charges may still apply.
Faculty, staff and outside individuals or organizations requesting use of campus space for functions that are not related to regular college business must meet the college’s insurance requirements.

**Coverage**

General Liability is required for everyone renting space at Smith College, covering the actual dates and times of the event(s), in the minimum limits of liability of:

- $1,000,000 CGL per occurrence and $2,000,000 general aggregate

If Client’s program includes residential participants, the following coverage is also required in the minimum limits of liability of:

- Supplemental Accident—$10,000 per occurrence

If Client’s program includes participants, volunteers and/or staff under the age of 18:

- Sexual Abuse/Molestation in the minimum amounts of $25,000 per occurrence and $50,000 aggregate

If Client brings vehicles, employees and/or vendors on campus, the following coverage is also required in the minimum limits of liability of:

- Auto Liability—$500,000 CGL (including owned, hired and non-owned vehicles)
- Worker’s Compensation—Statutory
- Employer’s Liability—$100,000 / $500,000 / $100,000

Client must provide a Certificate of Insurance documenting coverage before the program is permitted on campus.

Client is required to add Smith College to its General Liability and Employers Liability insurance policies with the following wording: “Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as Additional Insured.”

Certificate Holder must be listed as “The Trustees of the Smith College, Elm Street, Northampton MA, 01063.” Please send the certificate to the Events Management Office, 51 College Lane, Northampton, MA 01063, to the attention of Queen Lanier.

**Purchasing Insurance**

As an option, Smith works with University Risk Management and Insurance Association to offer one-time coverage to external clients. Go to https://tulip.ajgrms.com and select “Quick Quote” to identify your event, coverage and cost. If you have any questions about this transaction, please contact:

Anita Bruner 800-333-3231 x2574  [Anita_Bruner@ajg.com](mailto:Anita_Bruner@ajg.com)
Jennifer Monteleone 800-333-3231 x2590  [Jennifer_Monteleone@ajg.com](mailto:Jennifer_Monteleone@ajg.com)

Arthur J. Gallagher Risk Management Services, Inc.
6399 S. Fiddlers Green Circle, Suite 200
Greenwood Village, CO 80111
Monday-Friday 8:30 a.m.–5 p.m. Mountain Time
Smith College Contact Information

Smith Faculty/Staff:  Queen Lanier  qlanier@smith.edu  413-585-2179
Smith College departments occasionally receive requests from external individuals or groups to hold an event on campus, often for free or reduced fees for space. Smith College recognizes two ways to facilitate these events: sponsoring an event or endorsing an event. Read below to see what responsibilities your department will assume when either sponsoring or endorsing an event.

**Sponsored Events**

A sponsored event is one in which a Smith department and an external organization actively plan, develop and manage an event together. Such events are considered Smith events for purposes of fees, publicity, services and staff support.

For sponsored events, departments must:

- Contact the Events Management Office for event planning information and requirements (for example: date consultation, liability insurance requirements, estimated costs and publicity procedures).
- Identify Smith College and the external organization as sponsors of the event in all advertising and promotional materials.

**NOTE:** External organizations that have scheduled events and are already working directly with the Events Management Office may not attain sponsorship at a later date to reduce or waive fees.

**Endorsed Events**

An endorsed event is one in which a Smith department is not involved in determining program content, management or publicity, but does facilitate requests for dates and spaces for an external organization.

For endorsed events, departments must:

- Have the department chair email the events coordinator to glanier@smith.edu or call 413-585-2179, stating that the event is being endorsed by the department.
- Ensure that the external individual/group complies with all rules and policies pertaining to external organizations.

For endorsed events, the following conditions apply:

- Insurance: Liability insurance requirements for external visitors will remain in effect.
- Fees: While there are no rental fees, additional charges for custodial or other services may apply. Departments determine if they will absorb event fees or if the external group will be charged.
- Use of Smith College name: The following language must be used on one line for any written publicity: "[Venue] at Smith College," e.g. "John M. Greene Hall at Smith College" or "Sage Hall at Smith College."

**For All Sponsored and Endorsed Events**

The department must:

- Identify a department contact(s) to serve as the link between the college and the external organization and between the department and the Events Management Office; serve as the on-site coordinator at the event.
• Fill out the Required Event Information Form (Word document) found on www.smith.edu/emo/tools.php and submit to the Events Management Office either electronically or via the mail. This will allow us to generate a contract and identify responsible parties.

• Submit a space request using 25Live, indicating in the comments section if this event is sponsored or endorsed.

• Include resources, services, publicity, staff, equipment and technical needs in 25Live.
External organizations are eligible to rent most Smith College facilities (excluding the Field House and Poetry Center) for fundraising events subject to appropriate rental, service, and administrative fees and compliance with the college’s insurance requirements.

Any and all departments receiving space requests by outside organizations must refer requests to the Events Management Office (EMO), which is responsible for granting permission to use college facilities.

Permission to use Smith College facilities does not carry with it any implicit or explicit endorsement of the event or the fundraising organization or its purpose. No publicity of the event shall occur until an EMO staff member has reviewed and approved publicity for the event, ensuring that the use of the college’s name is included for location purposes only and is not misinterpreted as providing sponsorship of the event. For political office campaign events, the Smith College Political and Campaign Activities Policy at www.smith.edu/cccp/political.php should also be reviewed.

The EMO is responsible for coordinating and approving requests for formal participation in the event by the college’s president or other college representatives.

The 50/25% reduction of the space fee will not apply when external fundraising takes place at an event.

Contact
Queen Lanier, qlanier@smith.edu, 413-585-2179
REQUESTING SPACE IN 25LIVE

All space requests must be submitted through 25Live (https://25live.collegenet.com smith), which is managed by the Events Management Office (EMO).

1. Using either Chrome or Firefox as your internet browser, go to https://25live.collegenet.com smith and click the “Sign in” link in the upper right-hand corner of the 25Live window. Log in using your network user name and password.

2. By default, 25Live opens to the Dashboard screen, which provides several easy ways to get to the events or locations you need to see or access. Note the row of tabs near the top of the window. Click the tab that says ‘Event Wizard.’ This opens the request form.

3. Note that the request form has required fields, indicated by a red asterisk. The request cannot be submitted if these fields are not completed.

4. Start by entering a descriptive and accurate event name, truncating as needed to fit the 40-character limit. You can use the “Title” field for information that doesn’t fit here, such as the name of the lecturer or film.

5. Choose an event type that describes the nature or purpose of the event. If this is a type you will use frequently, you can “star” the type you choose (click on the white star to the right of the type) so that you can select it more easily from a list of ‘Your Starred Event Types’ the next time you submit a request. NOTE: The event type cannot be changed once your event is processed so please choose an accurate type. Tab to the event type field.

6. Choose your department/program/office, where the same principle applies with regard to starring an organization: if you’ll be entering requests in the future, ‘star’ the organization after you select it. If you haven’t yet starred the department you’re submitting the request for, type first three letters of the department name in the organization field, and 25Live will auto-select matching organization. Select the correct department from the list that results, then ‘Star’ it if you haven’t! Click ‘Next.’

7. On the next screen, enter the expected number of attendees (if known). If you have information that people coming to the event may want to see, enter it in the Event Description field. Otherwise, click ‘Next.’

8. On the next screen, if the event meets on more than one date, click ‘Yes’; if not click ‘No.’ Then enter the date of the event. Unless the event ends after midnight, the end date will be the same as the start date. Enter the time the event begins, paying attention to am/pm distinction. If you want to get in the room before the event begins (for example, to put out brochures), indicate this in Pre-event Time. Use Post-event Time the same way (for example, if you think a lecturer will want to stay and talk privately with people after the lecture). Do not indicate either setup or takedown time. Click ‘Next.’

9. If there is more than one date/occurrence, indicate additional dates by selecting ‘Repeats ad hoc’ from the drop-down list and clicking on the remaining dates. Click ‘Next.’
10. To find a location, click ‘Find by Location Name’ and enter the first three letters of the space name in the field, then press your keyboard ‘Enter’ key. Select the space you want, then ‘star’ this space so that it can be easily selected next time. When you select the space, if the font turns red, this indicates the space is not available, and you must choose another. Repeat these steps until you find an available location. Click ‘Next.’

11. If you know at the time you’re submitting your space request what services you’re going to need, indicate these by selecting Resources. (You can return to this request to add resources after you submit the request and even after the space has been scheduled). Having starred resources will allow you to select what you need from the ‘Your Starred Resources’ list. Otherwise, you can use ‘Find by Resource Name’ or click ‘Advanced Search’ and select a resource category. Select the services from the lists that appear when you click these categories. **NOTE:** If your event is taking place in the Campus Center, choose ‘Campus Center Spaces ONLY’ to choose both technical and other types of equipment needed. If it is taking place elsewhere, select either Facilities Management or Technical Equipment and Services category, depending on what kind of services you need. Make sure to adjust quantities. ‘Star’ these items so you can select them more easily next time. If you want your event publicized off-campus, select the ‘Publicity’ category to request local media calendars. Click ‘Next.’

12. Custom attributes are a way of indicating more information about your event that the scheduler, service providers, or someone attending the event (if it’s open to the public) need to know, such as if food will be served, if the event is free, or admission prices if it is not. Note that depending on the type of information you are providing, when you click in a custom attribute checkbox, some will open a text field or a field for a dollar amount, others for a ‘yes’ or ‘no’ selection. Be sure to complete these additional fields.

13. Once all the information is complete and accurate, click ‘Save.’ This sends your request in a queue where it will be retrieved and acted on by a space scheduler. **Note that this is a REQUEST only.**

14. Remember to “Star” your event! This will make it easy to go back into to add services.

15. Now you can ‘Close this event’ by clicking the ‘x’ in the small red box in the upper right corner of the event details window.

16. Go back to Home dashboard to see the event in the “Your Starred Events” box (you may need to first refresh this box); this is how you will retrieve the event when needed at a later time for adding resources or just checking on the event details.

**PLEASE NOTE**
Listed below is contact information for the few remaining spaces that cannot be requested online and are reserved by special permission:

- **Bass 209 (Gale Curtis Room):** Laura Fountain-Cincotta, ext. 3349
- **Seelye B4:** Jo Cannon-Carlson, [jcannon@smith.edu](mailto:jcannon@smith.edu)
- **Seelye B2:** Liane Hartman, ext. 4487

**FOR QUESTIONS AND TROUBLESHOOTING**
Please contact Information Technology Services, ext. 4487.
REQUESTING RESOURCES IN 25LIVE

All requests for facilities management services (equipment, setup, custodian, etc.), tech services (laptop, DVD player, microphones) and publicity (Five College, local media) must be submitted in 25Live. You may request these services at the time of the space request or add the services later.

The MOST important step in requesting services for your event is taken when you first submit your space request: **ALWAYS “star” your space request when you submit it.** This will put the event on your Dashboard so that you can access it more easily by just clicking the event name.

**To Add Resources**

- Sign on to 25Live using your Novell password ([https://25live.collegenet.com smith](https://25live.collegenet.com smith)) and click the Dashboard tab. Look in the Starred Events box to select the event you wish to add resources to. Click on the event name to open the Details screen; then click *Edit this Event*.

- The event details are listed on the left side of the event form screen; click Resources to go to the resources requesting section.

- If you already have a selection of “starred” resources, you can select the ones you need from *Your Starred Resources*. As you click on an item, it will appear under ‘Selected Resources’ on the right. Indicate the quantity if you need more than one of any item.

- If you do not have any “starred” resources, or if you need an item that you haven’t “starred,” select *Categories* in the ‘Find by...’ box. The resource categories appear to the right; choose from *Facilities Management* (for tables, chairs, easels, etc.), *Technical Equipment and Services* (for items such as a laptop, DVD player, or microphones), and *Publicity* (if you want your event to be publicized off-campus). If your event is in the Campus Center, use the *Campus Center Spaces ONLY* category. Click each item needed so that it shows under ‘Selected Resources’ on the right. As you do this, you should “star” these so that you can select them more easily the next time you need them.

- For events requesting posts on local media calendars, be sure information is entered no later than 3 weeks in advance of the event. If you wish to edit or add to the description, go to the *Description* box to make the changes.

- Save the event.

- If you haven’t “starred” this event already, be sure to do that now so you can easily find it if you need to add resources at a later time. Click *Star this Event* in the ‘More Event Options’ box, then close the event by clicking on the red box with the ‘x’.

- For more information on publicizing your event, go to [www.smith.edu/collegerelations/news-office](http://www.smith.edu/collegerelations/news-office).

For questions and troubleshooting, please contact Information Technology Services, ext. 4487.