QUICK REFERENCE LIST

ADDRESS OF VAN MUNCHING HALL
Mailing address:
Van Munching Hall
College Park, MD 20742-1815

Physical Location:
Van Munching Hall is located at the intersection of Prienkert Drive and Colonnade Drive on the University of Maryland campus in College Park.

Campus Building #039

ALCOHOLIC BEVERAGES
In order to serve alcoholic beverages in Van Munching Hall the event host must contact Dining Services at 301.314.6775. No other caterer is allowed to serve alcoholic beverages on campus.

Contact: Good Tidings Catering
Ext. 4-1100

Website: http://dining.umd.edu/

Lead Time: At least 30 days notice; late orders subject to additional fees

AUDIO VISUAL SERVICES
Smith IT Department has the resources to support are lectures, visual presentations, conferences and general meetings. Any support needed outside normal business hours or greater demands on the support team than usual during their normal business hours will be subject to a fee set by Smith IT.

Any group using the Audio Visual equipment in the facility must make prior arrangements with Audio Visual Services in Smith IT for instructions and training on the utilizing of the equipment. Any non-Smith School group planning on using the technology available in the spaces in Van Munching must first have the approval of the management of Smith IT.

A Requirements Planning Meeting will be held between Smith IT, and the hosting departments’ event coordinator for the purpose of reviewing event requirements; pre-conference checklists; clarification of technology needs; clarification of contingency plans for technology, structural and organizational mishaps and the communication protocol to follow in these instances.

Contact: Ext. 5-2269, helpme@rhsmith.umd.edu

To make a request go to either: helpme@rhsmith.umd.edu or http://www.rhsmith.umd.edu/smithit/avsupport/specialAV.aspx

Availability: Audio Visual equipment and technical assistance is generally available Monday through Thursday 7:00 am until 10:00 pm and Fridays 7:00 am to 6:00 pm.

Website: http://www.rhsmith.umd.edu/smithit/index.html

Lead Time: At least 30 days notice
BANNERS AND SIGNS
In order to hang banners in Van Munching Hall, approval from the Office of Marketing Communications office is required. Please confer with the Smith Operations to make sure all banners are hung with regard to fire regulations or other general questions about banners.

Contact: UMD Sign Shop (for creating banners)
Stefan Sallet, ssallet@fm.umd.edu
Ext. 5-7257

Cost: Approximate costs for production of banners by the Sign Shop is $200 for a standard 4’x12’ banner

Lead Time: At least 4 weeks in advance (allows approval process prior to printing)

BEST ACCESS CARDS (Key Cards)
These cards are available for contractors and vendors to work after hours and weekends. The cost of the card is $10.00. Smith Operations can program the cards for access to the building and/or suites.

Contact: Smith Operations, Ext. 5-2189
smithoperations@rhsmith.umd.edu

BUILDING ACCESSIBILITY
Smith Operations can arrange to have the exterior doors as well as classrooms open for weekend activities. This would need to be scheduled at least one week in advance.

Contact: Smith Operations, Ext. 5-2189
smithoperations@rhsmith.umd.edu

Lead Time: One week in advance

CATERING
The Smith School approved catering list with contact information is listed below.

Contacts: C and C Catering, Inc.
Anna Pear
Phone: 301.218.0560
apear@c-ccatering.com
http://www.c-ccatering.com/

Charles Levine Caterers
Charles Levine
Phone: 301.913.0444 or 410.363.3900
cl@charleslevinecaterers.com

La Prima Catering
Stefanie Lowery
Phone: 240.788.1535
slowery@laprimacatering.com
www.laprimacatering.com
Salerno’s
Bruce Reamer
Phone: 410.795.8400
bruce.r@salernos.com
http://www.salernos.com/

The Main Ingredient
Debra Darrow
Phone: 410.626.0388 ext. 20
debra@themainingredient.com
www.themainingredient.com

University of Maryland Dining Services
Jessica Shields
Phone: 301.314.6775
shields@umd.edu

NOTE: Please be advised at events where you plan to serve alcohol only Campus Dining Services is allowed to provide this service.

CLEAN-UP
As the event sponsor, it is your responsibility to ensure the space in which your event is being held is returned to its original state. Meaning, furniture replaced and the area is cleaned. As such, it’s important to have staff and/or volunteers to assist with event set-up and clean-up. If you use campus services, make sure they pick up equipment following your event. Also, caterers must clean and remove food, trash, etc. All must be in compliance with the University’s recycle policy and place recyclable items in the proper bins. For large events, you should always request cleaning through facilities to ensure space is returned to its original state.

For removal of trash, please consult Facilities Management.

Website: https://www.facilities.umd.edu/sitepages/WOrequest.aspx
Lead Time: At least 2 weeks in advance

COMPUTER LAB RESERVATIONS
The computer lab in room 3515, Van Munching Hall, is available for academic purposes through reservation only. This lab contains twenty-six workstations with a standard lab software image. All reservations are treated equally and are made on a first-come; first-serve; basis. We encourage everyone to make reservations as far in advance as possible. It is recommended that faculty/staff make reservations for the entire semester whenever possible.

Like any other lab in the building, the same zero tolerance food and drink policy applies and will be enforced.

Contact: Office of Smith IT
Ext. 5-2269, helpme@rhsmith.umd.edu

CONFERENCE AND VISITOR SERVICES
The Office of Conferences and Visitor Services (CVS) provides administrative support for hosting educational conferences, camps and other similar non-credit programs and events. Throughout the year,
CVS staff are available to assist University of Maryland faculty and staff who desire to host conferences either on campus or at off campus locations.

Contact: Ext. 4-7884, conferences@umail.umd.edu

COPY SERVICES
Located in Room 1406 of Van Munching Hall, this is a full-service copying center which can proved regular or color copies, optical scanning, scan to e-mail, transparencies, bound copies, and more. Copy requests should be placed by phone or email. Special rates have been negotiated by the school with Copy Services. If you have copyrighted material to be copied for mass distribution or inclusion in a course packet, please submit a completed Copyright Permission Form (available from Copy Services) along with the Copy Request Form.

Contact: Ext. 5-2400, vmcopies@mercury.umd.edu

COPYWRITED MATERIALS, USE OF
As the event sponsor, you are responsible for the legal use of all copywrited materials.

CVENT ONLINE REGISTRATION
The Smith School has an account with Cvent – a software registration program. The web site can be tailored to your needs—varying fees for different registrants, capturing pre-event survey questions, session choices, etc. You can also send invitations, event reminders, and post-event surveys. Work with your OSPE contact to determine fees for utilizing Cvent.

Registration fees can be paid via credit card online at no additional cost to the event attendee or the event producer. Offline payment requests (invoicing) and refunds will be your responsibility. Smith School departments that produce a number of events have access to this program and can create registration pages for their respective events. However, if you need assistance see information below:

Contact: Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

Lead Time: At least 30 days to allow for drafts and testing

DISABLED/WHEELCHAIR ACCESS
All classrooms are wheelchair accessible.

EASELS
Easels are available thru Smith Operations and the Office of Smith Programs and Events (1306 and 4570 VMH respectively), on a first-come, first-serve basis. Easels are also available by using the Request for Facilities Management Services form. The Request for Facilities Management Services form can be downloaded from the facilities website.

Contact: Smith Operations
Ext. 5-2189, smithoperations@rhsmith.umd.edu

Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu
Lead Time: Make reservation at least 2 weeks in advance

EMERGENCIES, BUILDING
If you encounter a non-medical or criminal emergency related to the workings of the building, please call one of the numbers below.

Contacts:
- Smith Operations (during working hours M-F 8-5pm)
  Ext. 5-2189, smithoperations@rhsmith.umd.edu
- Lee Comstock (after hours and weekends)
  301-957-0969
- Work Control (after hours and weekends)
  Ext. 5-2222

EMERGENCIES, POLICE AND FIRE
Contact: Police Department, (i.e., ambulance, fire) call 911
- Police Department (from off campus/cell phones) 301-405-3333
- Police (medical, non-emergencies) Ext. 5-3555

ENTERTAINMENT
At your event, you may want to include live or recorded music or an amplified audio program. In doing so, please consider impact on the surrounding classrooms or office spaces. You should check with the A/V department for available equipment and other requirements when utilizing sound during your event. One resource for entertainment is the school of music that may be able to provide musicians for a fee. Speak with a member of the Special Events team in External Relations for more information about other entertainment resources.

Contact:
- School of Music
  Ext. 5-5549
- Office of Smith Programs and Events
  Ext. 5-9420, smithevents@rhsmith.umd.edu

Lead Time: At least two months in advance

EVENT CALENDAR
In setting the date, times, and rooms of your event, consult the Office of Smith Programs and Events and the Smith Event Calendar to see what other events are already planned.

Contact: Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

Website: https://events.rhsmith.umd.edu/rhscalendar.nsf
FOOD AND BEVERAGE REGULATIONS
Food and beverages may be served in public areas of Van Munching Hall. You must contact Campus
Dining to serve alcoholic beverages at your event.

FRS NUMBER
All invoices for event-related work and materials (trash removal, catering, sign manufacturing, etc.) need
an accompanying FRS accounting number. If you are unsure of your FRS number, you may contact the
Business Office in the Office of Administration & Finance: Ext. 5-3365, knichols@rhsmith.umd.edu

FURNITURE REMOVAL
Van Munching Hall furniture can be removed for an event at a charge (i.e., to make more room in the
atriums and North Wing Executive Meeting Space). This service should be scheduled with Smith
Operations.

Contact: Smith Operations – Tina Rollason
          Ext. 5-2189, smithoperations@rhsmith.umd.edu

FURNITURE REQUESTS
If you have a need for chairs, tables and other equipment at your event you should contact Facilities
Management for rental rates. It is suggested that you indicate a delivery time of 6-12 hours prior to the
start of your event. Please visit the web site below for the request form. Please note, if you are using a
caterer other than Dining Services they may be able to provide chairs and tables at an additional fee.

Contact: Facilities Management
          Ext. 5-2222

Website: https://www.facilities.umd.edu/sitepages/WOrequest.aspx

Lead Time: At least 30 days in advance

GIFTS AND PREMIUM ITEMS (GIVEAWAYS)
You may want to show your appreciation to VIPs, special guests, speakers and volunteers at your event by
providing them with a great gift to leave a lasting impression. In addition, The Smith Store caters to your
attendees with many premiums including an assortment of executive gifts, apparel and more. There are
countless possibilities covering all price ranges and categories. Various items for purchase are available
for immediate pick up, too. Please visit www.thesmithstore.com to browse the product selection or stop
by the Smith Store located in 14099 VMH. Please allow 3-6 weeks to order in bulk quantities at reduced
prices or items we do not stock.

Contact: The Smith Store
          www.thesmithstore.com
          Ext. 5-9515, SmithStore@rhsmith.umd.edu

It is important to plan ahead for the purchase of these items. In previous years, there had been an
inventory available in Alumni Relations; however, it is recommended that each department plan ahead
for the purchase of gifts/premiums with the Office of Smith Programs & Events. In addition, if you contact
OSPE for gifts/premium items on short notice and inventory is available, you should be prepared to
provide FRS # to transfer funds to cover the cost of the items. The Office of Smith Programs and Events can assist with making suggestions and in the purchase of gifts and/or premium items.

**Lead Time:** 6-8 weeks in advance

**GROUNDS**

The exterior of the building is maintained on a regular basis. However, you should request cleaning prior to and after your event. Ground services can be provided with a request to Facilities Management. It is a good idea to request an estimate for services well ahead of your event.

**Contact:** Facilities Management  
Ext. 5-2222

**Website:** [https://www.facilities.umd.edu/sitepages/WOrequest.aspx](https://www.facilities.umd.edu/sitepages/WOrequest.aspx)

**Lead Time:** At least 30 days in advance

**GUEST COMPUTER LAB (WIRED) ACCOUNTS, NETWORK ACCESS FOR**

If you are hosting an event in which the attendees may need to check email in Computer Labs during the event (usually a day-long or multi-day event) you can request Guest Account(s) for their access. Guest access is available for visitors that are sponsored by faculty or staff.

1. Email helpme@rhsmith.umd.edu
2. Include the following information:
   a. number of accounts required
   b. type of accounts needed (printing rights, etc.)
   c. duration of access needed
   d. your contact information for verification

**Lead Time:** At least 2 weeks; 4 weeks if a large quantity needed

**GUEST LAPTOP (WIRELESS) ACCOUNTS, NETWORK ACCESS FOR**

If you are hosting an event in which the attendees may need to check email on their laptops during the event (usually a day-long or multi-day event) you can request Guest Wireless Account(s) for their access. Guest access is available for visitors that are sponsored by faculty or staff.

You can request up to four (4) guest accounts, each valid for 30 days. Follow these steps:

1. Go to [https://www.oit.umd.edu/guest/](https://www.oit.umd.edu/guest/)
2. Fill in your UMID and password to validate you to the system.

If you need more than four or the accounts need to be valid for more than 30 days, then you need to place a request through Tina Rollason, Smith Operations. Follow these steps:

1. Email smithoperations@rhsmith.umd.edu or call Ext: 5-2189
2. Include the following information:
   a. number of accounts required
   b. type of accounts needed (network, email, wireless)
   c. duration of access needed
   d. your contact information for verification

**Lead Time:** At least 2 weeks; 4 weeks if a large quantity needed
HOTELS
If your event requires overnight stay for guests, the closest hotel to the campus is the UMUC Marriott. To obtain the University of Maryland rate, you will need to complete a UMUC Marriott Room Reservation Form (see UMUC Reservation Form, page). You will need to provide an FRS Number to make and/or hold a reservation. Also, the university has an account with the hotel, be sure to ask for the UMCP rate.

Other area hotels can be found on the Conference and Visitor Services website on the university’s website.

Contact: The Inn & Conference Center, University of Maryland University College
3501 University Blvd E, Adelphi, Maryland 20783
301.985.7509

Websites: UMUC Marriott: http://www.umucmarriott.com
Other area hotels: http://www.admit.umd.edu/visit/hotel.html

HOUSEKEEPING
The interior of the building is maintained on a regular basis; however, you may want to request special cleaning prior to your event. You must ensure clean-up following your event as well. Housekeeping can be provided through Facilities Management.

It is a good idea to request an estimate for services well ahead of your event. To avoid overtime labor costs it would be best to request work to be completed before noon Monday-Friday.

Website: https://www.facilities.umd.edu/sitepages/WOrequest.aspx

Lead Time: At least 30 days in advance

INVITATIONS
Based on your event needs and budget, determine if you want to mail, email, or a combination of both for save-the-date postcards and invitations.

If the event is deemed (by Dean) a Signature Event, the Office of Marketing Communications provides production, list purchase and mail house support. The Office can provide guidance and will review materials for other events. If you are working with the Smith Programs and Events Office they can also assist with invitations.

Contacts: Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

Lead Time: printed materials and Cvent invitations—at least 12-weeks in advance to mail
LIGHTING
All new wing hallways and Atrium lighting can be adjusted by Smith Operations or after hours by Work Control. Changes in lighting must be approved by Smith Operations and scheduled one week in advance.

Contact: Smith Operations, during working hours M-F 8-5 p.m.
Ext. 5-2189, smithoperations@rhsmith.umd.edu

Work Control, after hours and weekends
Ext. 5-2222

LOADING DOCKS
Usage of the loading docks must be scheduled with Smith Operations. There are loading docks located in the new wing and the original wing.

Contact: Smith Operations
Ext. 5-2189, smithoperations@rhsmith.umd.edu

LOANER EQUIPMENT FROM SMITH IT
The Smith IT Help Desk has equipment that can be borrowed for temporary use. All equipment must be reserved in advance and must be picked up in person (the Help Desk does not deliver or set up the equipment). When you pick up the equipment, you will be required to sign for it.

Faculty and Staff may borrow equipment for use on-site, off-site, or overnight. Students may borrow equipment for on-site use only and only during the Help Desk Hours of 9 a.m. - 5 p.m. In addition, students will have to provide their student ID for the duration of the equipment loan. Upon return of the equipment, the student ID will be returned.

Available Equipment: Laptops
LCD Projectors for use with laptops
Digital Camera (downloading photos is your responsibility)
Camcorders

Contact: Smith IT
Ext. 5-2269, helpme@rhsmith.umd.edu

Reference: LOANER EQUIPMENT

LOGOS
The Robert H. Smith logos and guidelines are available for download on the Web site listed below. You should direct vendors to this Web site for guidelines of how to logo should be used.

Contact: Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

Website: http://www.rhsmith.umd.edu/admin/comm/guidelines.aspx

MARKETING MATERIALS
Consult the Office of Marketing Communications at least 12-weeks in advance to help you package the materials and information you need for your specific event. This timeframe excludes time and costs for creating new materials.
Contact: Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

Lead Time: At least 12-weeks in advance

MICROPHONES
All classrooms are equipped with built-in sound systems that support wired microphones for voice reinforcement. These systems can support the following types of microphones:

- Podium Microphone
- Desktop Microphone
- Tabletop Microphone
- Standing Microphone
- Wireless Lavaliere Microphone
- Wireless Handheld Microphone

Contact: Office of Smith IT
Ext. 5-2269, helpme@rhsmith.umd.edu

To make a request go to either: helpme@rhsmith.umd.edu or http://www.rhsmith.umd.edu/smithit/avsupport/specialAV.aspx

MUSIC (See ENTERTAINMENT)

NAMETAGS
Blank nametags with the Robert H. Smith logo may be purchased from Smith Programs & Events in advance of your event if they are not in stock. The turnaround time for the nametags is three weeks. There are two styles of nametags available to the Smith School: badge nametags and sticky nametags. Please note that all badge nametags must be returned to Smith Programs & Events.

Contact: Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

Lead Time: at least 3 weeks in advance

PARKING
Visitor parking is available in Mowatt Lane Garage adjacent to Van Munching Hall. For a large event being hosted during regular school hours (Mon-Thurs, 8 a.m.-5 p.m.), it is recommended that you reserve spaces to ensure parking for your guests. Be aware, if you reserve spaces in the garage, you will be charged for all spaces reserved whether all spaces are used or not; if additional spaces are used, you will be charged after the event.

Special consideration should be made for buses traveling to campus and parking; they require special permits from the Office of Parking Services. Please note: the height of the garage is 12’ for large trucks and vans.

DOTS requests that anyone sponsoring an event on campus coordinate the event through the DOTS Special Events Parking Coordinator. They offer sign packages, reserved parking, an attendant who can welcome your guests, and other useful services.
To request special event services, please download this form and fax it back to 301-314-7800. Please contact the Special Events Manager, at 301-314-7182 or e-mail: ataylor2@umd.edu, for additional information.

Website: http://www.transportation.umd.edu/event_req.html

Lead Time: At least two weeks in advance to avoid late fees

PHOTOGRAPHY
The Office of Marketing Communications sends a photographer to Signature Events (CIO Forum, Netcentricity, etc.) for photos for the Web Site, Newslink and other internal uses. If you require additional photos you may want to contract a professional photographer to capture the entire event. The Smith Programs and Events Office can assist with securing a photographer for your event. Your business unit is responsible for paying for this service.

Contact: Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

Lead Time: At least 4-6 weeks in advance

PLANTS
Plants can be ordered through an outside vendor to decorate your stage or event area. Please confer with the Smith Operations to make sure all plants are placed with regard to fire regulations. The Special Events Team can refer you to a vendor.

Contact: Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

PLASMA SCREENS
DVDs, video tapes, PowerPoint presentations, computer images, UMTV cable, or a live feed from a new wing classroom may be displayed on these screens. Material to appear on these screens must be approved by the Office of Marketing Communications at the Smith School.

Contact: plasmas@rhsmith.umd.edu

Timing: At least 2 weeks in advance for personalized PPT presentations by the Office of Marketing Communications.
PODIUMS
Some classrooms in the original building have rolling podiums assigned to the space. All north & south Wing classrooms have a lecturer's area that is permanently located in each room and is the focal point for that space.

Podiums are available for other areas and temporary set-ups and can be requested through Facilities Management.

Website: https://www.facilities.umd.edu/sitepages/WOrequest.aspx

Lead Time: At least 30 days in advance

POST-EVENT EVALUATION AND SURVEYS
It is important to receive feedback on your event from participants. This allows you to evaluate your event and to make changes for future events. If you are using Cvent, at your request custom post-event surveys are emailed to each attendee.

Contact: Office of Smith Programs and Events
Ext. 5-9420, smithevents@rhsmith.umd.edu

PRESS/PUBLIC RELATIONS
Consult the Office of Marketing Communications to help publicize your event. They may suggest sending out a press release or news advisory, or will work with a reporter from the news media to cover the event, depending on newsworthiness and timing.

Contact: Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

Timing: At least 12 weeks in advance

RECREATION SERVICES (use of gym facilities for visitors)
The Campus Recreation Services (CRS) facilities (gym, weight room, pool) are available to visitors at no cost if they are staying at UMUC Marriott. If visitors are not staying at the UMUC Marriott, CRS must be contacted by a staff or faculty member to arrange admittance.

Contact: Campus Recreation Services
Ext. 5-7529
**REGISTRATION**

Online registration for your event can be set-up using Cvent. The web site can be tailored to your needs—varying fees for different registrants, capturing pre-event survey questions, session choices, etc.

Registration fees can be paid via credit card online at no additional cost to you. As the event producer, offline payment requests (invoicing) and, refunds will be granted based on your decision and will be your responsibility to fulfill. Please fill out a “Request for Cvent Page” form attached to this guide. Work with your OSPE Contact to assess fees for the use of Cvent.

**Contact:** Office of Smith Programs and Events  
Ext. 5-9420, smithevents@rhsmith.umd.edu

**Lead Time:** At least 30-days to allow for drafts and testing

**REIMBURSEMENTS**

The Business Office requires the use of FRS accounting numbers to pay bills directly. Reimbursements are available, but can take a significant amount of time to process. It is highly recommended that you use FRS numbers when requesting services from on-campus vendors and when processing invoices.

**RIGGS ALUMNI CENTER**

The Riggs Alumni Center is a beautiful venue for events. There is a rental fee charged for use of the facility with a special student, staff and faculty rates are available.

**Website:** [http://www.riggs.umd.edu](http://www.riggs.umd.edu)

**Lead Time:** space can fill up quickly—check as soon as possible, preferably with 6 months notice

**ROOM ACCESS**

You may gain access to rooms by requesting Smith Operations to temporarily code your ID key card. The owner of the room must approve access for certain rooms, i.e., computer labs, behavioral labs, and Executive Education rooms. Rooms are set to lock at various times and days so please check with Smith Operations for determination if the room(s) you will be using will be open at the time of your event or if some accommodation will be necessary. Classrooms are open 7 a.m. – 10 p.m. Monday through Friday and 12 p.m. – 6 p.m. Saturday and Sunday.

**Contact:** Smith Operations  
Ext. 5-2189, smithoperations@rhsmith.umd.edu

**Lead Time:** at least 2 weeks in advance

**ROOM LOCKOUT**

**Contact:** Smith Operations, during working hours M-F 8-5pm  
Ext. 5-2189, smithoperations@rhsmith.umd.edu

Work Control after hours and weekends  
Ext. 5-2222
ROOM OCCUPANCY
When scheduling an event, please consider the number of guests and set-up for your event (i.e. food & beverage stations, room layout, A/V set-up, etc.) to determine the best room. You want to make sure traffic flow and comfort for your guests. In addition, you must be in compliance with the occupancy limits for the various rooms. Occupancy limits are posted in the rooms or check with Smith Operations for more information.

RSVPs (See REGISTRATION)

SAVE-THE-DATE POSTCARDS (See INVITATIONS)

SECURITY
For security in addition to regular patrols, contact the University Police.

Contact: University Police Special Events
          Ext. 5-5731

Cost:       Police Aid: $16/hour with 2 weeks+ notice
            $18/hour with less than 2 weeks notice
            Uniformed Officer: $42/hour with 2 weeks+ notice
                             less than 2 weeks notice subject to additional fees

4 hour minimum, including half hour for prep and half hour travel time

SIGNAGE
Temporary signage must be approved by Smith Operations. You must arrange hanging and removal of any signage. Smith Operations can help you identify vendors to perform this work. Other signs you may consider include podium, welcome, and directional signs for your event. The Special Events team has four blank Robert H. Smith School of Business directional signs and easels for use by the Smith School community.

Contacts:  UMD Sign Shop (for creating banners & signs)
           Stefan Sallet, ssallet@fm.umd.edu
           Ext. 5-7257

Lead Time: At least 3 weeks in advance

SPECIAL GUESTS
The Office of Development and Alumni Relations, Office of Smith Programs and Events and often the Dean’s Office should be notified of events that will bring corporate friends, corporate partners, elected officials, government officials or members of any Smith School or University of Maryland board members to the school. To include the Dean and Senior Associate Dean in your event, contact the Dean’s office.

Contact: Office of Smith Programs and Events
         Ext. 5-9420, smithevents@rhsmith.umd.edu

          Office of Development and Alumni Relations
          Ext. 5-7869, alumni@rhsmith.umd.edu

STAGING
Staging can be rented from in Facilities Management. More elaborate staging is available from several local companies.
Website: https://www.facilities.umd.edu/sitepages/WOrequest.aspx for Facilities Management

Lead Time: At least 12 weeks in advance

**SUPPLIES**
Supplies for your event (i.e., notepads, nametags/holders, videotapes, markers, flip charts) must be ordered and purchased in advance. Smith Operations will place supply orders when provided with an FRS accounting number and department authorization signature.

Contact: Smith Operations
Ext. 5-2189, smithoperations@rhsmith.umd.edu

**TELECONFERENCING**
Individuals can teleconference into your meeting or seminar. You will need to contact Smith IT 1 week in advance to arrange for this to be set up.

Contact: Office of Smith IT
Ext. 5-2269, helpme@rhsmith.umd.edu

To make a request go to either: helpme@rhsmith.umd.edu or http://www.rhsmith.umd.edu/smithit/avsupport/specialAV.aspx

Availability: Audio Visual equipment and technical assistance is generally available Monday through Thursday 7:00 a.m. until 10:00 p.m. and Fridays 7:00 a.m. to 6:00 p.m.

**TRANSPORTATION**
Transportation for your guests from one campus venue to another can be arranged through the University of Maryland Motor Pool or the Department of Transportation Services. The University of Maryland Motor Pool has 5, 7, and 12 passenger vans as well as vehicles for individual use on State Business.

DOTS can provide charter services for groups on campus. They have vans that hold 14 people, transit buses that hold either 32 or 35 people, and nice charter buses that hold 36 to 56 people. Please fill out the online request on the web site and the charter manager will get back to you with a quote.

Contact: Motor Pool
Ext. 5-5482

Shuttle UM Charter Service
Ext. 4-7271, charterum@umd.edu

Shuttle UM: http://www.transportation.umd.edu/charter_req.html

**TRASH REMOVAL** (see CLEAN UP)

**VIDEO RECORDING**
All spaces have in-room video cameras in the front and rear of the room. The option is available to control cameras and record from within the room or via Master Control. There are ceiling microphones located in
all the classrooms that are tied into the recording system. Anyone requesting this service accepts all legal responsibilities for content.

**Contact:** Office of Smith IT
Ext. 5-2269, helpme@rhsmith.umd.edu

**To make a request go to either:** helpme@rhsmith.umd.edu or http://www.rhsmith.umd.edu/smithit/avsupport/specialAV.aspx

**Availability:** Audio Visual equipment and technical assistance is generally available Monday through Thursday 7:00 a.m. until 10:00 p.m. and Fridays 7:00 a.m. to 6:00 p.m.

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**DIGNATARIES (See SPECIAL GUESTS)**

**WEB COMMUNICATIONS**

Consult the Office of Marketing Communications to help promote your event online. They may post a brief in the “News & Events” column on the school’s home page and include information in e-newsletters. They may also suggest a post-event story (~500 words) be written for possible publication on the school’s home page.

**Contact:** Office of Marketing Communications
Ext. 5-7282, info@rhsmith.umd.edu

**Timing:** At least 12 weeks in advance