



Campus Event Resources

Please refer to the departments and contacts below as you plan an event on campus. If you have any questions, please contact the [Office of Student Life](#).

Reserving Space

Room Reservations

It is best practice to find and book a room for your event at least 30 days prior to the event date. If your event includes food, be sure you are booking a room that allows food (Hiatt and Lazare auditoriums do not allow food).

Contact: Cynthia Cote

Phone: 508-856-2264

Email: roomreservations@umassmed.edu

Website:

<https://www.umassmed.edu/roomreservations/>

Room Setup

If the room you have reserved requires additional setup, request this at least 30 days prior to your event. Please note that some spaces and times of events require EBS staff to be paid overtime.

Please factor this in your budget and discuss with Student Affairs if you have questions about this charge (roughly \$30/hr per overtime employee).

Contact: Tony Covello, EBS Manager

Email: Anthony.Covello@umassmed.edu

Catering

UMMS Catering via Nexdine

Our campus food vendor contract is with Nexdine. You are welcome to place an order through them, which they will set up for you on campus.

Contact: Catering Manager Shana Adams

Phone: 508-856-2910

Website: <https://umassmed.catertrax.com/>

Food Trucks

If you are interested in hosting an outdoor event with food trucks, please get permission from the Office of Student Life.

Advertising

Student Bulletin

Please submit your event to the student bulletin at least 2-3 weeks prior to the event. Once you submit to the bulletin, the event will stay listed in the bulletin until the event has passed. In addition, the event will also be added to the OASIS Student Activities Calendar. [Post using this link.](#)

Student Highlight

If you would like your event to be featured as a "Student Highlight," please email [Justine Cameron](#) in the Office of Student Life with a blurb and photo related to your event. This will be featured on the Student Affairs or Student Life websites, and archived so that you are able to link to it at any point in the future.

Communications

If you are hosting a large-scale event that you would like featured institutionally, please contact the [Office of Communications](#).

Misc. Event Services

Audio/Visual Support Services

Phone: 508-856-3938

Email: communication_technologies@umassmed.edu

Website:

<https://www.umassmed.edu/it/services/productivity-tools-and-services/audio-visual-services/>

RSVP Form or Post-Event Feedback

Consider using the survey tool Qualtrics (every person at UMMS has an account; simply login with your network credentials) to create RSVP forms or post-event evaluation forms. If you need help with this, contact Justine Cameron in Student Affairs.

Website: <https://umassmed.co1.qualtrics.com>

Security / Police Officers

Phone: 508-856-3296

Office: 2nd floor of the South Parking Garage