

# Event Toolkit

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## Before Publicizing:

Please run any event by the Director's Office Staff and \_\_\_\_\_ before starting to publicize.

1. Secure Time/Date/Location – Through [Reserve Tufts](#) OR through Outlook Calendar, specifically for Rooms 213A (Staack) and Room 302  
Contact Reserve Tufts: [ReserveTufts@tufts.edu](mailto:ReserveTufts@tufts.edu)  
Also check [Event Spaces](#) + [Tufts Boathouse](#), as not all spaces are booked through Reserve Tufts.  
Contact the Office for Campus Life: (617) 628 – 5000
2. Promotional Content write-up, includes time/date/location
3. Decide who your audience/invitees will be, this should be who you want to target your message/invitation to. Somethings to think about:
  - What are the event highlights?
  - What is the overall message?
  - Incentives?
  - Is the event free?
  - Are their tickets?
  - Is there a max compacity?
  - Accessibility?
  - Budget?
  - Serving food?
4. Make a flyer/graphic/poster or visual, to aid in promotion  
Need help? Fill out the [Design Request Form](#) the Tisch Library [Staff Essentials Page](#).

## Starting To Publicize:

1. Put event title/time + details on the Tisch Events Calendar on Outlook
  - a) To add the Events Calendar – go to the calendar tab in Outlook, right click on ‘Other Calendars’ > ‘+ Add Calendar’ > ‘From Address Book’ > Search ‘Tisch Events’ and double click to add > ‘OK’
2. Add to [Tisch Library Website](#) (News & Events Page) by logging into the back end of the website: <https://tischlibrary.tufts.edu/login>
3. Add to the [Tufts Events Calendar](#) - scroll down on the page to ‘[Submit An Event](#)’ (left-hand column)
4. Submit to Jumbo Digest at: [go.tufts.edu/JumboDigest](http://go.tufts.edu/JumboDigest) (Promoted to Students) – Sign in with your Google Username and Password
5. Submit to the [Tufts Announcements Calendar](#) (Calendar found [Here](#))
6. Submit a [Tufts Announcement](#) (Weekly Email to Staff + Faculty)
7. Send out an email to the [Social Media E-List](#)
8. Promote event within your building or department(s)
9. Advertise with the [Tufts Daily](#) (Student Run Newspaper – Cost Depending on Size of Ad)
10. Promote via Social Media (with appropriate tags (@) and hashtags (#)
  - a. Ask [Director’s Office](#) to promote event on Tisch Library social media pages
  - b. Tisch Library’s Social Media Pages (all @TischLibrary) [Twitter](#)/[Facebook](#)/[Instagram](#)
  - c. [Tufts University Social Media Strategy](#)

### Twitter @ tags:

- @CapenHouse (Africana Center)
- @dcatufts (Digital Collections & Archives)
- @DH\_at\_Tufts (Digital Humanities)
- @EnvStudiesTufts (Environmental Studies)
- @ExCollege (Experimental College)
- @GinnLibrary (Ginn Library)
- @GreenTufts (Tufts Sustainability)
- @LillyMusicLib (Lilly Music Library)
- @SMFAatTufts (SMFA – School @ the Museum of Fine Arts)
- @TheFletcherSchool (Fletcher School of Law and Diplomacy)
- @TuftsAlumni (Alumni)
- @TuftsAmerStud (American Studies)
- @TuftsASEGrad (AS&E Grad.)
- @TuftsCEEO (Center for Engineering Edu.)
- @TischCollege (Tisch College)
- @TuftsCommunity (Community Relations)
- @TuftsCS (Computer Science)
- @TuftsDaily (The Daily – Independent Newspaper)
- @TuftsDailySport (The Daily Independent Newspaper, Sports Section)
- @TuftsDataLab (Data Lab in Tisch Lib.)
- @TuftsDining (Dining)

- @TuftsECE (Electrical & Computer Eng.)
- @TuftsEngineer (Engineering)
- @TuftsDental (School of Dental Medicine)
- @TuftsFMS (Film & Media)
- @TuftsGordon (Gordon Institute, School of Engineering)
- @TuftsGWISE (Grad. Women in Sci. & Eng.)
- @TuftsHHSL (Hirsh Science Library)
- @Tufts\_History (History)
- @TuftsLBGTCenter (LGBT Center)
- @TuftsMagazine (Tufts Magazine)
- @TuftsMechEng (Mechanical Engineering)
- @TuftsMedSchool (School of Medicine)
- @TuftsMusic (Music)
- @TuftsNow (Newsletter – Tufts Now)
- @TuftsNutrition (Friedman School of Nutrition)
- @TuftsPH (Public Health)
- @TuftsPoliSci (Political Science)
- @TuftsSCTSI (Clinical & Translational Sci. Institute)
- @TuftsStdntLife (Student Life)
- @TuftsTechnology (Technology/IT)
- @Tufts\_TIE (Institute of the Env.)
- @TuftsUniversity (Official Tufts University Account)
- @TuftsVet (Cummings School of Veterinary Medicine)

Facebook @ tags:

- @arc.tufts (Academic Resource Center)
- @greentufts (Office of Sustainability)
- @hirshlibrary (Hirsh Health Sci. Library)
- @SMFAatTufts (SMFA – School @ the Museum of Fine Arts)
- @Tuftsalumni (Alumni)
- @tuftsartgalleries (Univ. Art Galleries)
- @tuftscareercenter (Career Center)
- @TuftsCEEO (Center for Eng., Edu. & Outreach)
- @Tuftscommunity (Community Relations)
- @TuftsCSRDC (Center for Study of Race & Democracy)
- @TuftsDeptofEducation (Education)
- @tuftsEngineer (Engineering)
- @tuftsenvstudies (Env. Studies)
- @Tuftsexcollege (Ex-College)
- @tuftsfms (Film & Media Studies)
- @TuftsGSAS (Grad. School of Arts & Sciences)
- @TuftsGordonInstitute (Gordon Institute, School of Engineering)
- @Tufts Health and Wellness Services
- @TuftsInternationalCenter (International Center)
- @TuftsInternationalRelations (International Relations)
- @tuftslgbtcenter (LGBT Center)
- @Tuftsmagazine (Tufts Magazine)
- @tuftsmedschool (School of Medicine)
- @tuftsmusic (Music)
- @TuftsPublicHealthOnline (Public Health – School of Medicine)
- @TischSEL (Tisch College Social Emotional Learning & Civic Engagement)
- @tuftsu (Tufts University Official Page)
- @TuftsUniversityGSC (AS&E Grad. Student Council)
- @TuftsTechnology (Technology/IT)
- @tuftsvet (Cummings School of Veterinary Medicine)

- @tuftswomensctr (Women's Center)

- @TUSC: Tufts University Social Collective

Instagram @ tags:

- @firstgentufts (First Generation Students)
- @greentufts (Office of Sustainability)
- @sas.arc.tufts (Student Accessibility + Academic Resources)
- @smfalibrary (SMFA – School at The Museum of Fine Arts - Library)
- @smfa.mfa SMFA – School at the Museum of Fine Arts – MFA Graduates)
- @tischcollege (Tisch College of Civic Life)
- @thefletcherschool (Fletcher School of Law and Diplomacy)
- @tuftsadmissions (Admissions)
- @tuftsartgalleries (Art Galleries)
- @tuftsasegrad AS&E Grad.)
- @tuftsasianamerican (Asian-American Center)
- @tuftscareercenter (Career Center)
- @tuftscommunity (Community Relations)
- @tuftsdaily (The Daily – Independent Newspaper)
- @tuftsdca (Digital Collections & Archives)
- @tuftsdental (School of Dental Medicine)
- @tuftsdining (Dining)
- @tuftsecoreps (Eco. Reps)
- @tuftsengineer (Engineering)
- @tufts.excollege (Experimental College)
- @tuftsfirst (FIRST Resource Center)
- @tuftsfms (Film & Media Studies)
- @tuftsfyglobal (First-Year Global)
- @tuftsgordoninstitute (Gordon Institute, School of Engineering)
- @tuftshillel (Hillel)
- @tuftsjumbos (University Athletics)
- @tuftslgbtcenter (LGBT Center)
- @tuftsmedicalcenter (School of Medicine)
- @tufts\_nutrition (Friedman School of Nutrition)
- @tuftsobserver (Observer – Student Magazine)
- @tufts.phpd (Public Health – School of Medicine)
- @tuftssocl (Office for Campus Life)
- @tufts\_student\_giving (Tufts Giving)
- @tuftsstudentlife (Student Life)
- @tufts.tusc (University Social Collective)
- @tuftsuniversity (Tufts University Official Page)
- @tuftswomensctr (Women's Center)
- @tuftsvet (Cummings School of Veterinary Medicine)

## Hanging Flyers/Posters:

### [Tufts Campus Maps](#)

Places you can hang flyers around the Medford Campus:

- A. [Tisch Library](#) (35 Professors Row) – Hang flyers outside along the cement stair wall (bring masking tape), also on the cork academic board around the corner from circulation desk (bring your own tacks). Get approval from Director’s Office to hang flyers on the Now @ Tisch board and to place an easel in lobby.  
Contact Tisch Library: (617) 627 – 3347  
Contact Tisch Library Directors Office: (617) 627 – 3345  
Email Tisch Library Directors Office: [Tischadmin@tufts.edu](mailto:Tischadmin@tufts.edu)
- B. [Mayer Campus Center](#) (44 Professors Row) – Hang flyers on the four cork boards located on the main and ground levels (bring your own tacks).  
Contact the Campus Center: (617) 627 – 3212
- C. Eaton Hall (5 The Green) – Hang flyers on the two cork boards, located on separate sides of the building, both in doorways of the main entrance areas. Can also post flyers on the glass windows in the main doorways, if there is room (bring your own tacks and tape).  
Departments in Eaton: American Studies, Anthropology, Archaeology, Interdisciplinary Studies, Classics (A&S), Peace & Justice Studies, Religion, Sociology, Women’s Gender & Sexual Studies –
- D. East Hall (6 The Green) – Hang flyers on the two small cork boards in the hallway right after you walk in, one cork board is on the far left near the stairwell, the other is on the far right of the hallway (bring your own tacks).  
Departments in East: English and History
- E. Paige Hall (12 Upper Campus Road) – Hang flyers on the small cork-based board right when you walk in on the right (bring your own tacks).  
Department in Paige: Education, A&S  
Contact Paige Hall: (617) 627 – 3244
- F. Olin Center (180 Packard Ave) – Hang flyers on the two large, floor to ceiling, cork boards when you walk in towards the right near the round bench.  
Departments in Olin: International Literacy, Cultural Studies and Romance Languages  
Contact the Olin Center: (617) 627 – 3442
- G. Dowling Hall and Garage (419 Boston Avenue) – Hang flyers on the small cork board in the main lobby area (7<sup>th</sup> level) near the ATM/Vending Machines.  
Contact Dowling Hall and Garage: (617) 627 – 2000
- H. The Science and Engineering Complex (200 College Avenue) – Hang flyers on the tall wooden board located right outside the building on College Avenue (bring a stapler or masking tape). The Science and Engineering Complex also has a skinny cork board inside, located next to the trash/recycling near Kindlevan Café (bring your own tacks).  
Contact the Science and Engineering Complex: (617) 627 – 4036
- I. [Perry and Marty Granoff Music Center](#) (20 Talbot Avenue) – Have to get permission before posting/hanging flyers. There is a cork board right when you walk in towards the left and

various smaller cork boards on up the stairwell in the hallway. Ask at the information desk to speak to someone about posting or call beforehand to get permission.

Contact the Marty and Perry Granoff Music Center: (617) 627 – 3564.

- J. [Steve Tisch Sports and Fitness Center](#) – Hang flyers on the large, floor to ceiling, cork board right when you walk in past the secure entrance to the left (bring your own tacks).  
Contact the Steve Tisch Sports and Fitness Center: (617) 627 – 5215
- K. The Green/President’s Lawn – Hang flyers on the outside cork-like board located across from the Tufts Cannon and Goddard Chapel (bring your own stapler and tape).
- L. [Dewick-MacPhie Dining Hall](#) (25 Latin Way) – Hang flyers on the cork board located outside on Latin Way, near the Start House (17 Latin Way) (bring your own stapler + tape).  
Contact Dewick-MacPhie Dining Hall: (617) 627 – 3462

*PLEASE NOTE:* All posting boards (especially those outside) have the potential of being cleared off on a weekly basis.

## IT/Facilities/Catering/Purchasing & Supplies/Security/Parking

- [A/V and Video Conferencing Service Request](#) (Cost Depending on Request)  
Contact IT: (617) 627 – 3376
- Submit a [Work Request](#) (found on the [Staff Essentials Page](#)) to have the administration team submit a Maintenance/Custodial/Service & Event Set-Up on your behalf  
[Facilities Service Request System for Maintenance, Custodial Service & Event Set Up](#)  
Coordinate with the Director's Office to submit a request to facilities, (617) 627 – 3345
- For Furniture Rental – Call Facilities to get quote, it is helpful to schedule a walk through in the event space before placing order to rent furniture (Furniture Rental – from [Interstate](#))  
Contact Facilities about Furniture Rental and to get a quote: (617) 627 – 3496
- [Catering](#) (through [Tufts Dining](#))  
Contact Tufts Catering: (617) 627 – 3411
- Catering (through Outside Vendors – See [Catering Through Local Vendors \(Outside Tufts\) List](#))
- [Purchasing - Market Place](#) (Tufts Preferred Vendors List)  
Contact Purchasing through Tufts Support Services (TSS): (617) 627 – 7000 (Option # 1 – Finance)  
Submit a [Supply Request](#) before ordering supplies (found on the [Staff Essentials Page](#))  
Or contact [Director's Office](#) about purchasing requests: (617) 627 - 3345
- [Event Security](#) (Required for events in which alcoholic beverages are served)  
Contact Tufts University Police, non-emergency line: (617) 627 – 3030  
Coordinate with the [Director's Office](#) for event security, (617) 627 – 3345
- [Parking + Guest Passes](#)  
Contact the Tufts Parking Services Office: (617) 627 – 3692
- [Food Truck Protocol](#)  
Contact the Office for Campus Life: (617) 628 – 5000



## Catering Through Local Vendors (Outside Tufts)

### List of Local Restaurants:

#### Café/Bakery/Pastry

- [Danish Pastry House](#)
- [Tamper](#)
- [Sound Bites Café](#)
- [Ball Square Café](#)
- [Tasty Café on the Hill](#)
- [Goldilox Bagles](#)
- [The Magnificent Muffin and Bagel Shoppe](#)
- [La Cascia's Bakery](#)
- [Lyndell's Bakery](#)
- [Violette Gluten Free Bakery](#)
- [Davis Square Donuts and Bagels](#)
- [Arthur's Pastry](#)
- [Modern Pastry Shop](#)
- [Caramel French Patisserie](#)
- [Mr. Crepe](#)
- [Petsi Pies](#)

#### American

- [Dave's Fresh Pasta](#)
- [Rosebud American Kitchen and Bar](#)
- [Boston Burger Company](#)
- [Redbones Barbeque](#)
- [The Porch Southern Fare and Juke Joint](#)
- [Snappy Patty's](#)
- [R.F. O'Sullivan and Son](#)
- [Christopher's Restaurant and Bar](#)
- [Carroll's Restaurant](#)

#### Indian

- [Masala](#)
- [Punjabi Grill](#)
- [Punjab Restaurant](#)
- [House of Kebab](#)
- [Kebab Corner](#)
- [The House of Kebab](#)
- [Dosa n Curry](#)
- [Guru the Caterer](#)
- [Singh Saab](#)

#### Italian/Pizza

- [Bochelli's Ristorante Pizzeria & Bar](#)
- [Semolina Kitchen & Bar](#)
- [Avellino's](#)
- [Vinný's Ristorante](#)
- [Mortadella Head](#)
- [Flatbread Company](#)
- [Nick's House of Pizza](#)
- [Espresso's Pizza](#)
- [Angelina's Pizza](#)
- [Pini's Pizzeria](#)
- [Pinky's Famous Pizza](#)
- [Lisa's Family Pizzeria of Medford](#)
- [Veggie Crust](#)

#### Japanese, Chinese & Thai

- [Pikaichi Ramen](#)
- [Sei Bar](#)
- [Fusion Taste](#)
- [Yoshi's](#)
- [Rose's Chinese Restaurant](#)
- [Asian Taste](#)
- [Wang's Fast Food](#)
- [Kor Tor Mor](#)
- [DakZen](#)

#### Mediterranean

- [Falafel Place](#)
- [Noor Mediterranean Grill](#)
- [Zo Greek](#)
- [Magic Bites Bakery and Café](#)
- [Greek Corner Restaurant](#)
- [Tahaza Kitchen](#)

## Mexican

- [Tenoch Mexican](#)
- [Picante Taqueria](#)
- [Don Julio Restaurant](#)
- [Anna's Taqueria](#)
- [La Victoria Taqueria](#)
- [The Painted Burrow](#)
- [Rudy's Café](#)

## Vegetarian/Vegan/Gluten Free

- [True Bistro](#)
- [Zhu's Garden](#)
- [Fruition Vegan Kitchen](#)
- [Taco Party](#)
- [Grainmaker](#)
- [Red Lentil](#)
- [Veggie Galaxy](#)

## Ice Cream

- [Colleen's Ice Cream and Sandwich Shop](#)
- [Frozen Hoagies](#)
- [C.B. Scoops](#)
- [J.P. Licks](#)
- [Tipping Cow Ice Cream](#)

## Food Truck

- [Pennypacker's](#)
- [Taco Party](#)
- [Frozen Hoagies](#)
- [Blazing Hearth Pizza](#)
- [Vibe Food Truck](#)
- [The Cookie Monstah](#)
- [The Chicken and Rice Guys](#)
- [Roxy's Grilled Cheese](#)

## Catering Only

- [Boston Catering and Events](#)
- [Basil Tree](#)

## Travel/Video/URL Shortening/Signage/Printing/Photography/Branding:

- Access Tufts [‘Plan An Event’](#) Page
- Access Tufts [‘Travel and Hosting’](#) Page
- [Video Hosting](#)
- [Go Scripts](#) (URL Shortener - go.tufts.edu/...)
- [Event Banners and Signage](#) - [Tufts Print Copy Services](#)  
Contact Tufts Print Copy Services Phone: (617) 636 – 5369
- Tisch Library’s [Digital Design Studio + Large Format Printing](#)  
Contact the Digital Design Studio: (617) 627 – 5953
- [Tufts Registered Freelance Photography Guide](#)  
Contact Tufts University Photography: (617) 627 – 4282
- [Tufts Branding Guides and Logos](#)
- [Digital and Web Accessibility](#)

### [Tufts University Relations](#)

Contact Tufts University Relations: (617) 627 – 3587

### [Tufts Communications and Marketing](#)

Contact Tufts Communications and Marketing: (617) 627 – 3315

## Financial/Forms

- Business Processes and System Access [Forms](#)
- [Sales Tax Exempt Forms](#)
- [List of Accounts and Department ID's](#)
- [Processing Checks/Cash](#) (Fill out Cash Deposit Slip + Send via Inter-Office Mail to Bursar's Office, located in Dowling Hall)
- [Cost Transfer/Expense Transfer Form](#) (For Departments within Tufts Only)
- [PaymentWorks](#) (To Enroll New Suppliers, Paid through Tufts Accounts Payable)
- [Types of Payments](#) (Accounts Payable Definitions and Documentations)
- [Honorarium](#)

Contact [Tufts Support Services](#) with Questions about Business Processes and Forms:

Email: [TSS@tufts.edu](mailto:TSS@tufts.edu)

Phone: (617) 627 – 7000

Phone Menu Options: # 1 – Finance

# 2 – Payroll/HR

# 3 – General Inquiries