



ADELE H. STAMP STUDENT UNION

EVENT PLANNING INFORMATION



UNIVERSITY OF
MARYLAND



ADELE H. STAMP STUDENT UNION

BOARD ROOMS

Calvert

Crossland



CALVERT

DIMENSIONS: 27 ft. x 18 ft.
TOTAL FOOTAGE: 486 sq. ft.
ROOM CAPACITY:

stamp.umd.edu/roomcapacities

ABOUT

The Boardrooms at STAMP are perfect for round table meetings. With chair rails, executive conference tables, and upholstered seating, Calvert & Crossland provide a great ambience for presentations.

RESERVE NOW

(301)-314-8488
thestamp.umd.edu/events
stamp365@umd.edu

FEATURES

- Technology Services and Support
- Projector
- Projection screen
- Sound system
- Catering Services
- Dedicated Event Coordinator

CROSSLAND

DIMENSIONS: 27 ft. x 19 ft.

TOTAL FOOTAGE: 513 sq. ft.

ROOM CAPACITY:

stamp.umd.edu/roomcapacities





ADELE H. STAMP STUDENT UNION

EVENT SPACES

Grand Ballroom

Colony Ballroom

Atrium Room

Prince Georges Room



GRAND BALLROOM

DIMENSIONS: 124 ft. x 70 ft.
TOTAL FOOTAGE: 8,830 sq. ft.
ROOM CAPACITY:
stamp.umd.edu/roomcapacities

ABOUT

The Grand Ballroom is one of the largest reception halls in the College Park area. It is perfect for large receptions, meetings, banquets, ceremonies, education sessions, concerts, lectures, trade shows, and more. Our Colony Ballroom offers a cozier setting for large groups, with natural lighting and charming ambience.”

RESERVE NOW

(301)-314-8488
thestamp.umd.edu/events
stamp365@umd.edu

Campus clients: Please use eCalendar to submit your room requests.

FEATURES

- Technology Services and Support
- Projector
- Projection screen
- Sound system
- Catering Services
- Dedicated Event Coordinator

COLONY BALLROOM

DIMENSIONS: 98 ft. x 72 ft.

TOTAL FOOTAGE: 6,480 sq. ft.

ROOM CAPACITY:

stamp.umd.edu/roomcapacities





ATRIUM ROOM

DIMENSIONS: 73 ft. x 41 ft.
TOTAL FOOTAGE: 3,017 sq. ft.
ROOM CAPACITY:

stamp.umd.edu/roomcapacities

ABOUT

The Atrium & Prince George's Room each has a room-length skylight that ensures a natural light setting for your day events. These spaces are perfect for medium-sized receptions, meetings, education sessions, concerts, lectures, and more.

RESERVE NOW

(301)-314-8488
thestamp.umd.edu/events
stamp365@umd.edu

Campus clients: Please use eCalendar to submit your room requests.

FEATURES

- Technology Services and Support
- Projector
- Projection screen
- Sound system
- Catering Services
- Dedicated Event Coordinator

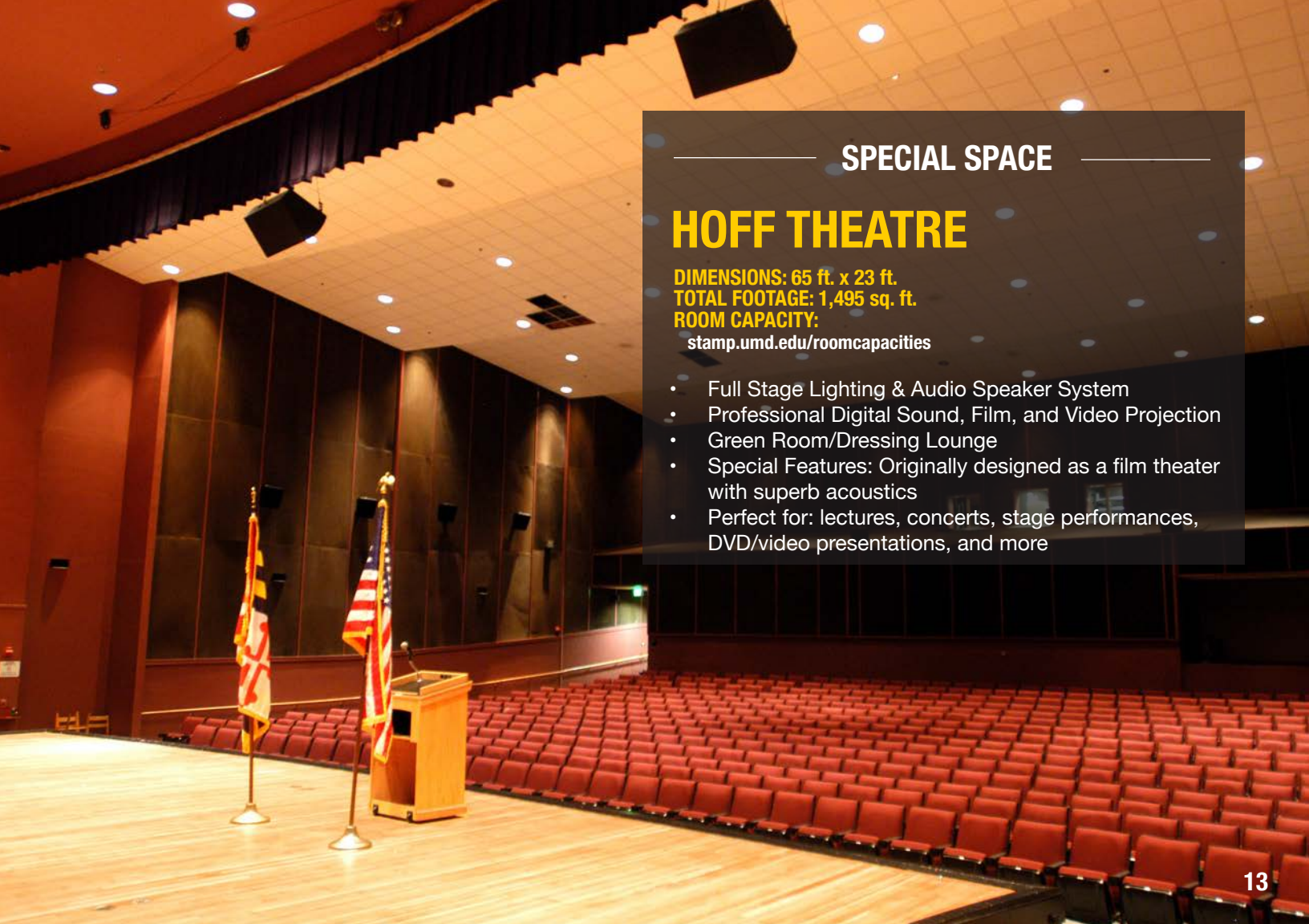
PRINCE GEORGES ROOM

DIMENSIONS: 44 ft. x 50 ft.
TOTAL FOOTAGE: 2,235 sq. ft.
ROOM CAPACITY:

stamp.umd.edu/roomcapacities







SPECIAL SPACE

HOFF THEATRE

DIMENSIONS: 65 ft. x 23 ft.

TOTAL FOOTAGE: 1,495 sq. ft.

ROOM CAPACITY:

stamp.umd.edu/roomcapacities

- Full Stage Lighting & Audio Speaker System
- Professional Digital Sound, Film, and Video Projection
- Green Room/Dressing Lounge
- Special Features: Originally designed as a film theater with superb acoustics
- Perfect for: lectures, concerts, stage performances, DVD/video presentations, and more



ADELE H. STAMP STUDENT UNION

MEETING SPACES

Benjamin Banneker

Charles Carroll

Grand Ballroom Lounge

Juan Ramon Jimenez

Margaret Brent

Nanticoke

Pyon Su

Thurgood Marshall

ABOUT

Numerous meeting options are available for your next event. Brent, Banneker and Carroll can be divided into smaller rooms. These rooms are perfect for break-out sessions.

FEATURES

- Technology Services and Support
- Projector
- Projection screen
- Sound system
- Catering Services
- Dedicated Event Coordinator

ROOM CAPACITIES

stamp.umd.edu/roomcapacities

RESERVE NOW

(301)-314-8488
thestamp.umd.edu/events
stamp365@umd.edu

Campus clients: Please use eCalendar to submit your room requests.



BENJAMIN BANNEKER Second Floor



MARGARET BRENT Second Floor



CHARLES CARROLL Second Floor



GRAND BALLROOM LOUNGE 1st Floor



JUAN RAMON JIMENEZ Second Floor



NANTICOKE First Floor



PYON SU Second Floor



THURGOOD MARSHALL Second Floor

Hosting Sustainable Events in the STAMP

BEFORE THE EVENT

- Create an event website or page to post all event information, agenda's and materials
- Use email and social media to advertise and promote your event
- Send agendas and other meeting materials, electronically, to participants in advance
- Eliminate providing conference bags and other “swag” to participants
- Print double-sided documents that must be distributed to participants
- Eliminate or use re-useable centerpieces
- Eliminate the use of themed and dated signage materials that can only be used once

DURING THE EVENT

- Send handouts to participants electronically, or post them to your organizational or event website
- Project the agenda and other event materials on the screen for everyone to see

FOLLOWING THE EVENT

- Send event evaluations to participants electronically, or post a link on your organizational or event website



CATERING

- Good Tidings: UMD Dining Services ensures that waste is properly recycled and food is composted at the end of every event. Dining Services purchases 20% sustainable food.
- Goodies-2-Go: All orders include compostable plates, cups, flatware; and recyclable serving tools and service ware (<http://goodiestogo.umd.edu/wp-content/uploads/2018/08/Sustainability.pdf>).
- There are a limited number of portable composting bins that can be requested for use during your event. Talk to your Event Coordinator about adding this to your reservation.
- Encourage participants to bring their own mug or reusable water bottle. There are several water bottle refill stations within the Stamp.
- If you think you might have left over food, before your event email umfood@umd.edu for assistance to donate the unused food. Food donation arrangements must be made and finalized prior to your event!
- Consider increasing the meat free options you provide. Vegetarian options can be healthier and more environmentally friendly.

KNOW THESE DEFINITIONS & KNOW HOW TO SORT

- Compost: Food scraps, paper napkins, paper containers, tea bags, coffee grounds, anything labeled compostable. You can request a compost bin for events in the Stamp. Talk with your Event Coordinator.
- Recycle: White paper, paperback and hardback books, plastics 1 – 7 (empty, with no food remnants)



TECHNOLOGY SERVICES

Event & Guest Services provides professional and affordable technology solutions to meet all client needs. Whether you're hosting a meeting, reception, lecture, concert, or just visiting the building, our team can assist you from the start to finish.

All of our rooms are equipped with HD projectors, internet connection, and built-in sound systems of excellent quality and flexible room setup options.

Our video team provides live stream and recording for your audience to view your event anywhere and through on-demand services. We offer digital signage and web strategies to help publish events. If your event requires more elaborate technical production our extensive inventory will make your vision come to life!

For more information / pricing: stamp.umd.edu/technology_price_list | Stamp365eventav@umd.edu



CATERING SERVICES

- For the convenience of event sponsors and to help ensure food safety, STAMP has an in-house full service catering team to provide services ranging from simple deliveries (Goodies-To-Go) to elaborate dinners or receptions (Good Tidings Catering).
- Good Tidings Catering is convenient, has a full understanding of the STAMP facility, has direct access to kitchen facilities, and helps to promote campus involvement and cooperation. If Good Tidings or Goodies-To-Go are not what you are looking for, other food vendors in STAMP offer catering.
- Food Court Catering.
- Please visit go.umd.edu/STAMPCATERING for more information.



FOOD COURT

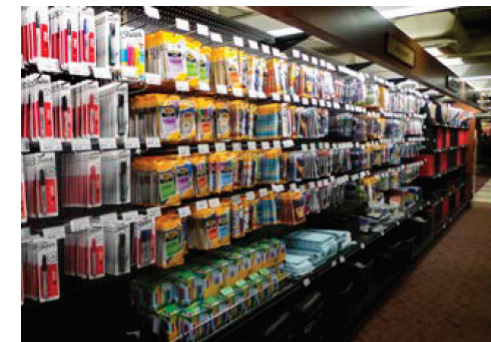
- Chick-fil-A (Food Court)
- The Coffee Bar (First Floor)
- Hibachi San (Food Court)
- Maryland Dairy (Ground Floor)
- Moby Dick Freestyle (Food Court)
- Panda Express (Food Court)
- Panera (First Floor)
- Qdoba (Food Court)
- Subway (Food Court)
- Union Pizza (Food Court)
- Union Shop Convenience Store (Ground Floor)

SHOPS & SERVICES

- Banking/ATM: M&T Bank and ATM (First Floor), SECU ATM (Ground Floor)
- Letters & Packages: The UPS Store (Ground Floor)
- Office Supplies: University Book Center (Ground Floor and Basement Level)
- Union Shop Convenience Store

AMENITIES

- Ablution Station (Ground Floor, across from Hoff Theater)
- Family Restroom (Basement Level: Privacy door, baby changing station, room for strollers, wheelchairs.)
- Gender Neutral Restroom (Basement Level and 2nd Floor. A 3rd Floor location is only available M-F, 9am – 5pm)
- Lactation / Nursing Mother's Room (Second Floor)



CONTACT US



WE LOOK FORWARD TO ASSISTING YOU CREATE A MEMORABLE EVENT

Student Organizations

stamp365student@umd.edu
301-314-1912

University Departments

stamp365univdept@umd.edu
301-314-8483

Non-University Clients

stamp365events@umd.edu
301-314-8489

Campus Clients

Please use eCalendar
to submit your room requests.

QUESTIONS?

Event & Guest Services Office

301-314-8488

thestamp.umd.edu/events

stamp365@umd.edu

Stamp 1133

Stamp Information Desk

301-314-DESK (3375)

Ticket Office

Refer all Ticket Office questions to the Information Desk.



DIVISION OF
STUDENT AFFAIRS

ADELE H. STAMP STUDENT UNION
CENTER FOR CAMPUS LIFE



ADELE H. STAMP STUDENT UNION

STAMP

Achieve.
STAMP.UMD.EDU

STAMP

Act.
STAMP.UMD.EDU

STAMP

Aspire.
STAMP.UMD.EDU

ADELE H. STAMP STUDENT UNION

EVENT & GUEST SERVICES

stamp.umd.edu/eventandguestservices



UNIVERSITY OF
MARYLAND