

Harvey Mudd College Event Guide

Thank you for recruiting at Harvey Mudd. Here's some helpful information that employers frequently request.

Location: Please check Handshake for confirmation of your room number and use the [Campus Map to find your building](#)

- Dining Hall, building #11, will have the following rooms: Aviation, Rose Hills, Taylor, Kirby, Mitchell, Mudd Sprague. Taylor & Kirby are in the back right. All other rooms are in the front left near bathrooms. Free coffee & water is provided in the Dining Hall.
- Click on the link for a diagram of [Shanahan Center](#), building #8, will have the rooms identified as SHAN 2471, etc. The diagram will show you where the restrooms are.
- Platt Campus Center, building #10, will have the following: Green Room, if assigned this building, check in with our office first: the Office of Career Services
- If your location is not listed above, email Paul Hardister for directions: phardister@hmc.edu

Parking: I recommend parking for free on Foothill Blvd. which is identified on the map.

WiFi: Network: CINE (no password needed)

Catering: If you are providing food, not required but recommended, here are some off-campus choices that students have enjoyed in the past. Typically, employers make payment arrangements directly through the catering vendor.

- [Zpizza](#) - (909) 621-7555, [Saca's Mediterranean Cuisine](#) – (909) 624-3340, [Cheese Cave](#) - (909) 625-7560 , [Panda Express](#) - (909) 392-8828

NOTE: *If you are assigned to a room in the Dining Hall, the campus requires you use [on-campus catering](#)*

Campus Dining is strong recommended because they will set up and clean up for you, provide plates, etc. If you order from off-campus, you need to tell me who the vendor is ahead of time. Also, you are responsible for set up and clean up of your event. Given that in our heavy fall recruiting season, they may not be enough staff coverage to help with clean up as there are multiple events going on at one time.

Food for yourself: If you are planning to eat on campus. The dining hall does NOT serve a la carte. The operating hours are: 7:30am – 9:30am, 11:15am-1pm, 5-7pm daily. Breakfast: \$10.75, Lunch: \$13.75, Dinner: \$16.75
There is a Starbucks Café in the Shan building.

Flyers: Some employers elect to design their own flyers for campus distribution. Please email me your flyers asap for marketing if you have not done so. This is not required as we do send email blasts about events, but recommended. We also have a monthly events board and place notices on campus digital screens.

Room Setup: Please email any special room set up requests. Most rooms will already have tables and chairs to accommodate attendees. Most rooms already have a projector and screen. It is a good idea to bring an extra cord/adaptor to connect your laptop to the projector.

Campus Safety: In case of emergency, call 909-607-2000.

Shipping: If you need to ship any material for your session to: HMC Career Services, 301 Platt Blvd. Claremont, CA 91711. Clearly mark your box to indicate the type of event: tech talk, info session, etc.

If you need anything the day of the event, call 909-621-8091.

Thank you again for your interest in our students.

Sincerely,
Paul Hardister