Great Falls Discovery Center

Notes to Presenters and Event Providers

1. Contact us at least two months before you plan to make you presentation or arrange an event at the Great Falls Discovery Center. Call us at 413-863-3221 or email; janel.nockleby@mass.gov.

2. Please have your presentation or activities provide information that highlight the goals and objectives of the Great Falls Discovery Center. These include educating the public about protection of rare and endangered species and their habitats, invasive species and their control, information on migratory fish and birds, regional natural history, cultural history of native groups and other groups in our region, industrial history, and appropriate recreational activities on the grounds or the Canalside Rail Trail. Please contact staff to determine program appropriateness.

3. Please contact staff to discuss any fees associated with your program. Generally our programs are free and open to the public. Our Friends group or our partners handle any fee-based programs and they need to be part of these planning efforts.

4. Lecture programs can be planned for weekend afternoons. Occasionally, an evening program is possible. Please limit your formal presentation to 45 minutes. That leaves the audience wanting more and provides time for questions, either during your program or at the conclusion of the program. We expect presentations to be original, engaging and of the highest quality so that visitors return often to listen, participate, and afterwards will share what they learn with friends and family.

5. We provide projection equipment, a screen, and other supplies but suggest you discuss specific needs when arranging your work at the Center. Connection to our projector is via HDMI cable either using USB-C or HDMI ports. You may also provide your presentation PowerPoint on a thumb drive for use with our laptop that is compatible with our projector. Our Great Hall room is a beautifully restored machine shop, but it has an echo that disrupts the ability of most visitors to hear guest speakers without amplification using our Soundsphere speaker. You will need to use our microphone that is connected to this speaker for your talk.

6. We also include your event in our monthly press release and on our event posters. Please provide a title, an image,4 and a brief 2-3 sentence description of your program. Thank you for your interest in partnering with us on programming.