



## Media Inquiries

The New England Center for Children's® Manager, Marketing & Communications oversees all media requests, relations, and procedures. Please contact for:

- Notification of intent to film, videotape, or photograph
- Arrangements for interviews with NECC representatives, including students and staff.
- Check-in upon arrival at The New England Center for Children for events or interviews
- Requests for public information

### Interviews

Contact Manager, Marketing & Communications directly for all interview requests.

### Filming, Videotaping, and Photography

Production companies, advertisement agencies, private individuals, media and others desiring to film, photograph, or videotape onsite at NECC must receive permission from Manager, Marketing & Communications. Media may photograph publicly visible areas of buildings, not including students, providing this action does not interfere with vehicle traffic, student privacy, student transitions, student education, or the business of The New England Center for Children.

### Events at The New England Center for Children OR at offsite locations on behalf of The New England Center for Children

Register with Manager, Marketing & Communications to indicate intent to attend event. Upon event arrival, check-in at **Registration** table to notify staff of presence.

### Building Access

The safety, security, and privacy of our students and staff is NECC's highest priority. Anyone attempting to gain unauthorized access to any areas without prior consent will be prosecuted to the fullest extent possible under federal, state and local law. Media must notify Manager, Marketing & Communications in advance of onsite visits to ensure student safety and privacy as well as adequate parking.

### Where to Park

Media may park in the labeled Visitor parking spots upon arrival at the John and Diane Kim Autism Institute at 33 Turnpike Rd. Southborough, MA. **All visitors must check-in with the Front Desk upon arrival.**

### Manager, Marketing & Communications

Michele Hart

Phone: 508-481-1015 x4049

Cell: 617-669-4225

Hours: Monday through Friday, 7:00 a.m. to 3:00 p.m.