

Marketing Your Campus-Wide Event



1. Charger Student News (free)
 - a. E-newsletter sent to every UAH student on Monday
 - b. Submissions are due Wednesday before you want your information included
 - c. Online submission at <http://uahchargers.wufoo.com/forms/charger-student-news-submission-form/>
2. Student Events Calendar (free)
 - a. Online calendar for all on-campus student events
 - b. Online submission at <http://uah.edu/studentevents>
3. Charger Union and University Center Electronic Screens (free)
 - a. For campus-wide events
 - b. Submissions need to be sent in 2 weeks prior to your event
 - c. Email them in PDF form to Martez Clemmons (martez.clemons@uah.edu)
4. The Toilet Paper (free)
 - a. Updated every Monday, the Toilet Paper appears in the bathroom stalls around campus
 - b. Content is gathered from the Student Events Calendar so submit any content you would like to have in the Toilet Paper through the online link above (<http://uah.edu/studentevents>)
5. University website events
 - a. Online events found on the front page of the University Website
 - b. Submit content to <http://www.tinyurl.com/UAHCurrentEvents>
 - c. Content has to be approved and only events that are intended for a broad audience should be submitted
6. Residence Hall Flyers/Posters (cost of flyers)
 - a. Distributed to each building (please sort and paperclip with each building designated)
 - i. 6 Charger Village
 - ii. 5 Frank Franz
 - iii. 5 North Campus Residence Hall

- iv. 1 SEHC
 - v. 5 CCRH
 - vi. 2 Housing Office
 - b. Flyers must be approved by the Housing Office and should be delivered to the Housing Office (at Charger Village) at least 2 weeks in advance of the event
- 7. Chalking (cost of chalk)
 - a. Chalking is permitted on campus except on BENCHES, BRICKS, BUILDINGS, and BREEZEWAYS (chalking cannot be placed anywhere that rain will not wash it away)
 - b. No registration of chalking is required
- 8. The Charger Times (cost of advertisement)
 - a. UAH' s weekly newspaper sells advertising at reduced rates for student organizations and campus departments
 - b. Advertising and rate information is available by emailing ctadvertising@uah.edu
- 9. Flyers/Posters (cost of flyers)
 - a. No centralized distribution or approval system on campus
 - b. Each building requires approval for posters/flyers and departments/student organizations are required to get their own approval and distribute flyers/posters themselves
 - c. Posters/flyers for the Charger Union are approved at the Information Desk.
- 10. Huntsville Times Community Calendar (free)
 - a. This should only be used for those events that are also open to the public
 - b. Events can be submitted online at <http://myevent.al.com/web/event.php>
- 11. Banners
 - a. Limited space for 3x6 ft or 3x8 ft banners is available in the Charger Union
 - b. Banners must be constructed of paper or vinyl and include grommet holes in each corner and the middle
 - c. Banner spaces are reserved through the Charger Union Scheduling Office