

Promotion of Events at the Collins LLC

- **FLIER:** Make a flier and bring to duty office for stamp of approval and copying, or email it to clic@indiana.edu for making copies. Turnaround time: 1-2 days.
- **COLLINS COLUMNS (columns@indiana.edu):** Put a note into the Collins Columns by 5:00 pm Tuesday preceding the issue in which you want it to appear. Images and ads should be saved as JPEGs! Word files should be saved as .DOC. PDFs are OK too! No full page ads.
- **EMAIL DISTRIBUTION LIST (gnomenws@indiana.edu - there's no e in news):** Email the director of technology to get a note to the Collins email distribution list. Use the subject heading "for GNOMEnews." Make sure you compose your message as you would like it to appear. Deadline is Sunday by 11PM and will be emailed on Mondays.
- **MAKE A FACEBOOK EVENT**
- **ADD YOUR EVENT TO THE COLLINS FACEBOOK PAGE (clic@indiana.edu):** Add your event to the official Collins Living-Learning Center Facebook page. E-mail the title of your Facebook event along with a link to the event page and it will be posted.
- **EMAIL INTEREST LIST:** Send an email message to appropriate interest group list (compiled from applications to Collins) - lists available through the Student Services Assistant, Leigh, in the duty office.
- **CONTACT Q CLASSES (ycluver@indiana.edu):** During the first 8 weeks of classes, contact Yara Clüver so that she can contact Q instructors to notify their students of events in your area. You can also make arrangements with Q instructors to visit their classes to make an announcement in person.
- **WORD OF MOUTH!**

SPECIAL ADVERTISING REQUESTS approved through Community Council – you need to fill out a Space Request form for approval. CC meets every Tuesday at 4:00 pm in the Coffeehouse.

- **BANNER IN FOYER:** For special events you can request permission to hang a banner in the Ed Foyer. You are responsible for making your own banner, but can request supplies through the duty office.
- **TABLE TENTS:** For special events you can request permission to place table tents in the Dining Hall. You are responsible for making your own table tents. Be sure to clear these away within 24 hours after the event.
- **CHALKING IN THE COURTYARD:** This is allowed only on cement walkways. No chalking within 10 feet of any building, on limestone, or anywhere on the steps or veranda. Chalk must be removed with water within 24 hours after the event is over. Chalk available through Duty office.

If you want your event to reach outside the Collins community, contact Yara Clüver at ycluver@indiana.edu.