

Collins Living-Learning Center



Promotion of Events

- **FLIER:** Make a flier and bring to duty office for stamp of approval and copying, or email it to cllc@indiana.edu for making copies. Turnaround time: 1-2 days.
- **COLLINS COLUMNS** (columns@indiana.edu): Put a note into the Collins Columns by 8:00 pm Sunday preceding the issue in which you want it to appear. Images and ads should be saved as JPEGs!
- **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 CLLC distribution list". Make sure you compose your message as you would like it to appear. Deadline is Mondays by 8:00 pm and will be sent out on Tuesdays.
- **MAKE A FACEBOOK EVENT**
- **EMAIL INTEREST LIST:** Send an email message to appropriate interest group list (compiled from applications to Collins and from activities fair and open houses during Welcome Week) - lists available through the Student Services Assistant in the duty office.
- **WEB CALENDAR** (cllc@indiana.edu): email with information regarding your event for the web calendar. Put "for web calendar" into the subject line of your message.
- **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.
- **BANNER IN FOYER:** For special events, request permission to hang a banner in the Ed Foyer on a Space Request Form. These should be placed in the Event Registration inbox in the duty office. Community Council reviews these on Mondays at 4:00 pm in the Coffee House. You are responsible for making your own banner, but can request supplies through the duty office.
- **TABLE TENTS:** For special Collins events, request permission to place table tents in the Coffee House on a Space Request Form. These should be placed in the Event Registration inbox in the duty office. Community Council reviews these on Mondays at 4:00 pm in the Coffee House. You are responsible for making your own table tents. Be sure to clear these away after the event.
- **WORD OF MOUTH!**

- If you want your event to reach outside the Collins community, contact Yara Clüver (ycluver@indiana.edu) or Sarah Eaton (eatons@indiana.edu).