

# Suggested Ways to Advertise Your Event

## · **Student Organization Mailboxes (Student Activities)**

All recognized student organizations have a mailbox located in the Student Organizations & Activities office, Main Street of the Memorial Union, 341-5481. Feel free to place advertising flyers/information in each mailbox for your activity.

## · **Button Maker**

Reserve a button maker through the Student Organizations & Activities office, Main Street of the Memorial Union, 341-5481, or through the ESU Printing Service. Call for the specific policy. Cost per button is 30 cents.

## · **Poster Maker**

Turn your flyer into a poster display through the Student Organizations & Activities office, Main Street of the Memorial Union, 341-5481. Call for details and pricing for your advertising project.

## · ***The Bulletin* (Student Publications)**

Contact *The Bulletin*, third floor of the Memorial Union, 341-5201, to announce your meetings, events, and to submit story ideas. The deadline for calendar items or classified announcements is noon Friday. *The Bulletin* is published twice weekly during the academic year.

## · **Channel 8**

Submit items to be broadcast on ESU's TV to Tele-Education Support, 115 Visser Hall, Campus Box 4061, 341-5478.

## · **Channel 20**

Submit items to be broadcast on Cable One Digital, 342-3535, by completing a submission form at their office, 714 Commercial St.

## · **Memorial Union Main Street Tables**

Contact Conference/Scheduling, east concourse of the Memorial Union, 341-5443, to arrange for tables and chairs for event promotion in the Memorial Union Main Street area.

## · **LED Displays**

Add your event to the LED display in the Memorial Union by contacting Conference/ Scheduling, east concourse of the Memorial Union, 341-5443.

## · **Sandwich Board in Union Square**

Contact the Vice President for Student Affairs Office, 323 South Morse Hall, 341-5267.

## · **Signs on Wooster Lake Bridge/Staked Signs Around Campus**

Obtain a permission form from the Student Organizations & Activities office, Main Street of the Memorial Union, for submission to the Physical Plant and approval of display materials. A minimum of 15 days is required to process each request with a 15 day maximum display period.

## · **Sporting Events Announcements (Athletics)**

Contact the Sports Information Director, located in Athletic Media Relations, Campus Box 4020, 341-5526.