

## Promotion of Events at the Collins LLC

- **FLIER:**
  - Make a flier - bring copies to Duty Office for stamp of approval or email file (PDF or JPEG) to **cllc@indiana.edu** for printing (turnaround time: 2-3 days, only black/grayscale ink copies)
    - include the number of copies needed and top 3 paper color preferences
- **COLLINS COLUMNS ([columns@indiana.edu](mailto:columns@indiana.edu)):**
  - Submission deadline 5:00 pm Friday with Monday release date
  - Images should be saved as JPEGS
  - Word files should be saved as .DOC or PDFs
  - Or submit hard copies in the Duty Office (by 5pm Friday – the office is closed over the weekend)
- **GNOME NEWS (e-mail distribution list):**
  - Submission deadline 5:00pm Sunday with Monday release date
  - Send event info to [gnomenws@indiana.edu](mailto:gnomenws@indiana.edu) (no “e” in “news”)
  - Send a copy of your flier, or compose your message as you would like for it to appear
- **USE SOCIAL MEDIA TO PROMOTE YOUR EVENT:**
  - E-mail a small blurb and square graphic about the event to [cllc@indiana.edu](mailto:cllc@indiana.edu) for it to be posted to the main CLLC social media
    - Instagram, Twitter, and Facebook
  - You can also post your event on your own social media accounts with #collinsllc and tag us
  - DM the Collins Instagram account with your flyer to have it posted to our Instagram story
- **CONTACT Q CLASSES ([ycluver@indiana.edu](mailto:ycluver@indiana.edu)):**
  - contact Yara Clüver, she can message all Q classes or make arrangements to visit classes to make an announcement in person
- **COLLINS DIGITAL ADVERTISEMENT:**
  - NOTE: for whole Collins community programs only; digital screen is located across from Center Desk.
  - Find more information at <https://housing.indiana.edu/resources/advertising/digital-screens.html>
- **WORD OF MOUTH! TALK TO PEOPLE!**

### STUDENT LEADERS:

- **EMAIL INTEREST LIST (compiled from Activities Fair and Collins applications):**
  - Send an email message to your interest group list

### SPECIAL ADVERTISING REQUESTS approved through Community Council (CC) – through the Space Request form:

- **BANNER IN FOYER:**
  - For special events you can request permission to hang a banner for 24 hours in the Ed Foyer
    - You are responsible for making the banner but can request supplies in the duty office
- **CHALKING IN THE COURTYARD:**
  - This is allowed only on cement walkways
  - No chalking within 30 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.