

PR Checklist

- State Press Calendar
 - send a blurb of event to spcalendar@asu.edu
 - Include calendar as the first word in the subject line

- Taylor Place E-News
 - Bryan.custer@asu.edu
 - Turn it before noon on Monday for the week

- Taylor Place Digiboards
 - Send flyer in jpeg (jpg) to tpdigi@asu.edu

- UCENT slideshow, Display Cases at the ASU Wells Fargo Student Center
 - Send to Amanda Tomchank by the Tues before the week of distribution at noon
 - Send flyer in publisher and/or PowerPoint

- Downtown Devil News
 - send news at least 3 weeks in advance
 - send to Amanda.tomchak@asu.edu

- Student Organization Newsletter
 - Sent once a month
 - send to downtowndevils@asu.edu

- Display Cases in University Center (DRC)
 - Fill out application and print flyers yourself
 - send to elvia.morales@asu.edu

- Table Tents in University Center
 - Table tents need to be stamped/approved prior to printing
 - Contact Chris Crawford at 602-496-4636

- Downtown Phoenix campus Homepage
 - Submit request to engagement@asu.edu. Include name, student organization, dates for when you want the message to be posted on the webpage and the desired message to be posted
 - At least one month in advance

- Tabling in:
 - UCENT - Submit reservation form to dpctr@asu.edu
 - Taylor Place - Submit reservation form to tpreservation@asu.edu

- Post Flyers on People's door in Taylor Place
 - Ask person permission before posting

- Put stakes around campus
 - Print flyer on 11x17 papers
- Facebook
 - Update status
 - Update group news
 - Message members
- Blog
 - Update news
- Twitter
 - Update status
- Text
 - Text the news to people
- Phone banking
 - Call people to tell them the news
- Email
 - Send the news to the mailing list