

Student Senate Promotions Committee Advertising Checklist For Clubs

- ☐ Make sure you have funds to pay for printing in your group's budget.
- ☐ Fill out the **Student Senate Promotions Ad Request Form** and submit to the current Director of Promotions listed on the Student Senate webpage. (It is recommended you fill these out at least two weeks in advance so you have time for the editing, approval, printing, and stamping processes before the ads are returned to your club for you to put up)
- ☐ If you are ordering a banner and you would like it hung in Wege, please contact Tim Ramsay well in advance to reserve banner space. Tim Ramsay is contactable at ramsatim@aquinas.edu or walk into the Campus Life Office in lower Cook Carriage House.
- ☐ If are planning on having an ad play on the TV screens across campus that run ads, weather, etc. Please contact Tim Ramasay for *just text* information at least TWO WEEKS in advance of when you would like the ads to start running. Otherwise, your ad needs to go through Media Center to be formatted correctly for the slides.
- ☐ If you are planning on hanging the large banners in a residence hall/apartment/house or on a front desk, please contact the Area Coordinator of the respective building. If you are not sure who the Area Coordinator is, please check the Residence Life webpage.
- ☐ Respond to the draft emails from the promotions committee member until you are satisfied. Please make sure to say respond that you are satisfied so the committee member can move on in the process.
- ☐ Make sure your contact person from the Ad Request Form is present when agreed upon to receive the ads from the Promotions Committee member handing them off.
- ☐ When you get the ads back, go to Dee Wagner in AB 107 and ask her to approve them and let you stamp them (If they're not stamped, the posters will be taken down).
- ☐ Once the ads are stamped with "Approved" take 19 copies to the mail room and ask the worker for them to be put on the Information Stations if you would like them to put them there (these are the only approved places in the non-residential buildings on campus). **If the mail room worker has any further instructions, follow them.**
- ☐ If you would like to advertise in residence halls, feel free to, but make sure you have a way to access them. Do not put them in places that block key visibility points in entrance and exit doors, nor on any small windows in doors. Only use Blue painter's tape. (Absolutely no duct tape or scotch tape). **If a Resident Assistant, Apartment Manager, Front desk worker, or Area Coordinator has any instructions (even if they contradict what is written here), follow them.**