

# STUDENT LIFE BULLETIN BOARDS & DIGITAL PLATFORMS

## RSO MARKETING REQUEST FORM

WHEN SUBMITTING MARKETING TO BE POSTED BY STUDENT LIFE PLEASE COMPLETE THE **EVENT SUBMISSION PROCESS ON WYVERN CONNECT** AND HAVE THE FOLLOWING READY TO ATTACH TO SAID REQUEST:

(1) THE COMPLETED MARKETING REQUEST FORM AND (2) A COPY OF YOUR MARKETING/FLYER [PDF FORMAT].

RSO NAME:

RSO COST CENTER #:

DATE TO POST MARKETING:

### STUDENT LIFE BULLETIN BOARDS:

\*MUST PROVIDE MARKETING AT LEAST **TWO WEEK BEFORE** EVENT DATE FOR IT TO BE POSTED ON BULLETIN BOARDS.

How many flyers would your organization like printed by Student Life:

If you would like your flyer posted on all Student Life Bulletin Boards you must request at least 14 copies.

If you request over 14 copies, Student Life will message the RSO once the extras copies are ready for pick-up.

Would you like your flyer printed in:  **Black & White [no charge]**  **Color [5 cents per page, 8.5"x11"]**  
\*This fee will be charged to the RSO Cost Center

*Based on the above number please check off which Bulletin Boards you would like your marketing posted on:*

#### Fuller Student Center:

Main Lounge

#### Surprenant Building:

First Floor (in front of 127S)

Second Floor (in front of 213S)

Third Floor (in front of 313S)

#### Harrington Learning Center (HLC):

Ground Floor (In front of bathrooms)

#### Athletic Center (AC):

Fitness Center (weight area)

#### Administration Building:

Ground Floor (SSMC, B61A)

Ground Floor (in front of Bookstore)

First Floor (in front of Financial Aid)

First Floor (in front of Registrar)

First Floor (in front of 121A)

First Floor (TRIO Office, 107A)

Second Floor (in front of 221A)

Third Floor (in front of 370A)

### STATEMENT OF UNDERSTANDING

I hereby understand that Student Life has only approved my organization to post in the above locations. If I plan to post elsewhere I need to get additional approval from those specific areas before posting and inform Student Life of said approval. I understand I will not post on windows, walls, or doors without the necessary approval. Additionally, I understand if I have requested colored copies my RSO will be charge 5 cents per page. Lastly, I understand if my marketing is posted without Student Life approval or notification, Student life will remove said marketing.

Submitter's Name:

Submitter's Email:

Date:

### STUDENT LIFE DIGITAL PLATFORM:

\*MUST PROVIDE MARKETING IN ADVANCE (TIMELINE BELOW) FOR IT TO BE POSTED ON THE BELOW PLATFORM.

*Please check off if you would like your marketing and/or event details posted on the below platform:*

#### Student Life Instagram

Must provide marketing at least **two weeks before** the event date. Marketing will be posted on the Student Life instragm's story on the day of the event.



#### Wyvern Connect | Student Engagement Portal

If your RSO submits this event via the Wyvern Connect Event Submission process, once the event is approved all details will also go live on the Wyvern Connect Home Page.

### QCC DIGITAL SIGNAGE BOARDS:

If you would like your marketing posted on the QCC Digital Signage boards please fill out the Project Request Form by scanning the QR code or visiting: [www.qcc.edu/project-request-form](http://www.qcc.edu/project-request-form).

Once the form is submitted the Institutional Communications Office will complete your request.

