

Academic Affairs Events Posting Process

The intent of establishing a practice for the posting of information about Academic events is to facilitate the distribution of information to the academic and campus community while ensuring that materials are displayed in a consistent manner and to help maintain the esthetic beauty and quality of the campus buildings and surroundings.

Electronic Distribution of Information

Faculty members are encouraged to utilize electronic means to provide information to students and to the campus community about upcoming academically related events. Two electronic methods for communicating this information are Blackboard and the University Events Calendar. The process for posting information in these two locations is as follows:

Blackboard:

- Write one or two sentences (not to exceed a short paragraph) indicating the event title/topic, date, time, and location.
- You may attach a PDF document or web link with additional information about the event.
- Send information to Dan Wakelee, dan.wakelee@csuci.edu, for posting.

University Events Calendar: (please be aware that information submitted to the University Events Calendar is located on the University's web site and potentially distributed outside of the campus community)

- Go to <http://www.csuci.edu/calendar/> and select "Submit A New Event".
- Complete the online form with all event details.
- Communications and Marketing will review and post to the online calendar.

Physical Posting

- Materials intended for posting need to contain the printed words "Academic Affairs Event" on the bottom right corner. Events designated in this way should be limited to activities that are related to academic programs.
- Event sponsors may post posters/flyers in all areas managed by Academic Affairs (Aliso Hall, central Bell Tower, Bell Tower East – second floor, Bell Tower West, Malibu Hall, Manzanita Hall, Sage Hall – second floor, Topanga Hall) except for the following:
 - Any public door (entry doors, office suites, restrooms, etc.)
 - Blue textured wall in the Aliso Hall Lobby
 - Main Bell Tower Entrance Lobby
 - Windows, benches, mirrors, trash or recycling receptacles, trees, fountains/sculptures, railings, or newspaper/magazine racks within the campus.
- Posting is permitted in the Islands Café (corkboards are being installed)
- Event sponsors are encouraged to utilize corkboards located in common areas for posting of materials. Please use poster putty on walls to avoid damaging paint. Please do not attach items to acoustic panels as tacks will cause damage to panels and will fall to the floor creating a safety hazard.
- It is the responsibility of the event sponsor to ensure that materials posted to promote an event are removed within 2 working days following the conclusion of the event.
- For Broome Library, posting information please contact Kaela Cordova at extension 3330. There will be locations in the Broome Library for physical as well as electronic posting of event information.
- Event sponsors may deliver posters/flyers to the following campus offices for posting:

The University Hub	Lisa Racine/ <i>University Hub</i>
Recreation Center	Nathan Avery/ <i>Arroyo Hall Center</i>
Enrollment Center	Melissa Frazier/ <i>Sage Hall 157</i>
Glass Cases in Bell Tower	Student Leadership, Career, & Health Services/ <i>BT 1858</i>
Housing and Residential Education	Contact Laurita Franklin/ <i>Santa Cruz HRE Office</i>