



Getting the Word Out

Printing

Flyers/Posters:

*Email to dawn.vanniman@mcc.edu

- Printed materials must include: who, what, where, when, how; club name, logo and club email.
 - Any spelling errors will cause the materials to be sent back to be fixed.
- All Club printed materials must go through the Student Life Coordinator to ensure that they are charged to the Club account.
- S/he will send them to Printing and ensure that they are stamped and email the Club and Advisor(s) when they are ready. All Club printed materials must be stamped by the Student Life Center.
- Printing generally takes 3-5 days, so please plan ahead. In the printing request, please state how many copies you need, along with any special instructions.
- Printed materials may only be posted on the public bulletin board. If an employee wishes to put one on their office door, they are free to do so. In the Library and Visual Arts & Design Buildings, please take your item to the Administrative Assistant for posting. Printed materials are removed at the end of each month, unless the event has not occurred yet. At the end of each semester, ALL printed materials are removed.
 - Materials may not be taped/connected to the following: doors, walls, trees, windows, poles, locked bulletin boards, student art boards, vehicles and laid on tables.

InfoChannel

The InfoChannel Team requires 5 days notice to post on the campus TVs. Please send in original format, not PDF format to dawn.vanniman@mcc.edu

Table Promotions

Fill out a Club Activities Form a minimum of two weeks in advance of your request. Please be sure to mark how many tables and chairs you will need for your event, along with the location, date and time. Please remember, the space is not guaranteed, so have a back up plan.

Social Media

If the Club wishes to have a Social Media presence, that is wonderful! The Advisor(s) must be an Admin on any pages or where applicable, otherwise they must have the login information. All of the Club and MCC policies are in effect for Social Media, just as they are for behavior on campus. The MCC Social Media policy requires that TWO MCC employees be Admins on all social media, including clubs.

If the Club wishes to have their event advertised on the MCC Facebook, a flyer must be emailed to the Student Life Coordinator, who will facilitate that happening.

Mass Emails/Blast Emails

At this time, the Student Life Center does not approve mass emails/blast emails to the entire student body and/or employees.