

## **EVENT MARKETING**

UConn Hartford

### **EVENTS CALENDAR**

Submit your event via the University's [events calendar](#)—click add calendar and select Hartford Campus. To get started, scroll to the bottom of the page, and click the “Submit Events” button in the Control Panel. This will require you to log into the [NetID](#) login page. After logging in, or if you are already logged in, the control panel will fix itself to the bottom of the window frame.

### **SOCIAL MEDIA**

Share promotion with USG Chief Communication Officer, [Aaron Paladino](#), to share via USG Hartford's [Instagram](#) account

### **TABLING**

Event Services will make every attempt to accommodate your request in a timely manner. They do reserve the right to determine the appropriate use of all spaces and this request does not guarantee you a space, the space requested or that space is guaranteed. If you have any questions regarding our new space or this process, please feel free to contact: [hartford.eventservices@uconn.edu](mailto:hartford.eventservices@uconn.edu). Click [<here>](#) to submit your space request form.

### **MONITORS (DIGITAL SIGNAGE)**

UConn Hartford's [Digital Signage System](#) is a centrally managed/locally controlled electronic sign platform providing a valuable way to visually communicate with faculty, staff, and students across campus. The digital signage tool is open to any UConn affiliated departments, clubs, and organizations. University related content is the only form of accepted material; digital signage shall not be used for personal messages, vendor advertisement or political messages.

### **CHALKING**

Chalking is permitted in general, but not permitted in any areas inaccessible to rain, or any vertical surface. Spray chalk is not allowed. Snow paint and snow painting is not allowed.

### **BULLETIN BOARDS**

The bulletin boards are located throughout the Hartford Times Building. Posters/flyers can stay up for a maximum of one weeks or until your event has ended (whichever comes first). Be sure that your organization is registered with Student Activities and that your organization name is on your poster.