Resources to Plan or Advertise Student Events

**MUSC Resources**

The following resources and links can be found at www.musc.edu and type in student communications in the search box.

1) **Student News & Events Website**

2) **Student Broadcast Email** - to send an email to ALL MUSC students

3) **SGA TV-Digital Advertising** There are two TV’s located inside the Colbert Library. Advertisements must be 11x8.5 (in landscape form) and will be circulated for up to two weeks. Ads can be mailed to studinfo@musc.edu

4) **Posting Flyers/Other Publications**

**Reserving the Portico/Horseshoe/Library Lobby**

1) The space must be formally reserved and approved. The reservation form is found on-line only at [http://aais.musc.edu](http://aais.musc.edu) If you have a question or problems you can contact astratech75@musc.edu.

2) MUSC Student Programs does have some portable tables and chairs that may be borrowed. You are responsible for picking them up and returning all items. Contact them directly for more details at 792-2693.

**Reserving the Lobby Space in Children’s Hospital and Main Hospital**

*Lobby/first floor of Children’s Hospital*: Dave Guarino, 792-6936 or guarinod@musc.edu

*Lobby in Main Hospital*: Sharonda Grant, 792-3232 or gransc@musc.edu

**CHP Resources**

1) Classroom, Atrium or Catering kitchen reservations: Go to CHP Student Life web page and click on Reserve a Classroom. **PLEASE NOTE**: Alcohol is not permitted at student events hosted within the CHP buildings. If an event off campus will serve alcohol, be sure to fill out an Alcohol Event form found on the CHP Student Life website or pick one up in the Student Life Office. Forms must be on file with the Director of Student Life at least 48 hours before the event.

2) If you need tables for the Atrium, contact Kathleen Mindick (mindick@musc.edu) at least 48 hours in advance. They are housed in the closet in A105 and a faculty/staff sponsor will be required for all events.

3) To advertise an event within CHP:
   
   A) Submit information to Lane Campbell (campblan@musc.edu) in the Office of Student Life for the monthly Student Newsletter
   
   B) Fliers can also be given to the Office of Student Life to distribute around the CHP buildings
   
   B) Email/Class distribution lists: instructions on back page
   
   C) Advertising on the Atrium Screen: Flier/s must be in PowerPoint and in Landscape Orientation. Please allow 24 hours notification. Email slide/s to Justin Muir at muirj@musc.edu with dates you want it displayed.

4) To post on the CHP Facebook Page, please contact Anne Herford at herford@musc.edu

5) If you are marketing anything with the MUSC/CHP logo, be sure to follow the Communication Standards Of the University. Stop in the Office of Student Life with any questions on obtaining the correct CHP logo images.
PLEASE NOTE:

When you want to email fellow students regarding an event or fundraiser, it’s always best to encourage the information come directly from a fellow student. Please note, since not all CHP students are physically on campus (due to being enrolled in an on-line curriculum or physically off campus due to clinical rotations) it’s best to email the applicable classes that are on campus at the time of your event. If you have any questions who is on campus at any time of the year, do not hesitate to contact the Office of Student Life. Our goal is not to inundate those students who are not on campus with emails that may not pertain to them.

Emailing to CHP students:

1. Go to Student Life website http://academicdepartments.musc.edu/chp/current_students/
2. Click on “Email Lists/Student Mailing Lists” (must log in with Net User Id and password)
3. Click on “College Lists”
4. Click on “College of Health Professions”
5. You can then simply copy and past the emails addresses of the classes you are trying to reach out to.

Class Groups On Campus to Select

- AFN First Year (Anesthesia for Nurses)
- CVP First Year (Cardiovascular Perfusion)
- MHA Residential (First and Second year (res) are combined into one distribution list)
- OT First Year
- OT Second Year (out from Jan-July to complete their clinical rotations)
- PA First Year
- PA Second Year (leave in August for their clinical year of rotations)
- PT First Year
- PT Second Year (They are out on a second year clinical rotation from Aug to Dec)

Updated: May 2017