commonuision is available to help design and produce eyecatching and marketing materials for your event.

Available Services

- Printing & Copying full color and black & white
- № Posters & Banners & Postcards & Handouts
- *Programs *Tickets

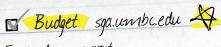
Digital Advertisements:

- viNet: animated shorts or digital presentations displayed throughout The Commons and The Residential Halls on
- * LED: scrolling letter board displayed on the academic corridor from the University Center Building.

Other methods of advertising:

- * Spotlights myUMBC * The Retriever Weekly
- * Community Bulletin Boards
- ₩ Chalking reserve through the E.C.P.S. Office
- ♥ Class Announcements * Email Listserves
- * Facebook
- * Tabling reserve through the Scheduling Office

For more information and for a great experience visit www.umbc.edulthecommons/commonutsion



Funding for your event

Student Organizations can request funds from SGA by filling out an allocation form. The form maybe located at:

- *SGA Website sga.umbc.edu
- Student Organization Center The Commons 2nd floor
- ◆ E.P.C.S. Office The Commons, Room 335

Important Deadlines for requesting funding

- \$60 days requesting funds over \$3,000
- #30 days requesting funds between \$1,000-\$3,000
- 18 15 days requesting funds under \$1,000

Student Organizations have the opportunity to raise funds by

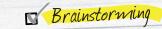
- * Charging admission for off-campus visitors

Graduate student organizations can apply for funding from the Graduate Students Association by downloading the following form and submitting it to GSA in Commons 308: http://www.umbc.edu/gsa/ Organization cosponsor pdf. Additional tips for graduate student organizations seeking funds are available at the following web site: http://www.umbc.edu/ gsal creating new html









Student Organizations

Quick Guide for Planning an Event

Brainstorming Marketing
Scheduling Money!

1. What's your goal? 2. What do you want the participants

things to think

about when planning an event

* Who

w What

& When

* Where

* Why

to get from attending the event?

3. Theme?

4. How can you contribute to the

campus culture?

firmed uling

(uc ballroom) quad skylight low skylight room gameroom

ideas? * location

* time

x tickets



things to keep in mind

1. It is never too soon to ask questions.

2. It is never too soon to start planning.

3. Keep a record and notes.

Marketing

commonutsion, UMBC Print & Copy Center

■ 410.455.1884 commonvision@umbc.edu

MWF: 10-4pm TuTh: 10-6pm







