Publicizing Your Event at Scripps

To ensure a successful event, it is important to advertise and reach out to your community. The following section will give you guidelines and resources for promoting your event specifically on the Scripps campus.

Scripps College Poster & Banner Approval Policy

All publicity must be in accordance with the policies of The Claremont Colleges (see respective student handbooks). For any event advertised on the Scripps campus it is necessary to:

1. Bring the **ORIGINAL** poster to SARLO for approval **BEFORE** it is copied. Flyers without an approval stamp will be removed (exception: institutional flyers). Flyers must state the name(s) of the sponsoring organizations/people, a contact name, and phone number. Advertising may not contain explicit nor implicit references to alcohol or other drugs, and language should be sensitive to the wide array of interests and backgrounds represented in the Scripps community.
2. Flyers without an approval stamp will be removed (exception: residential life flyers). Flyers must state the name(s) of the sponsoring organizations/people, a contact name, and email address. Advertising may contain no explicit or implicit reference to alcohol or other drugs, and language should be sensitive to the wide array of interests and backgrounds represented in the Scripps community.
3. Flyers may be placed on bulletin boards only – one poster per event per bulletin board/posting location. Flyers are not permitted on the Elizabeth Monroe Wood Memorial Steps (unless exception is granted through SARLO) or public area windows, doors, and walls on campus. Entry doors to the residence halls are reserved for residential life staff flyers only. Flyers taped to the ground are prohibited.
4. Only blue masking tape is permitted
5. Chalk-writings are prohibited.
6. Flyers other than event publicity (e.g., housing available, services, or goods) or commercial offers and other solicitation from non-Claremont Colleges sources must be approved through the Dean of Students Office prior to posting.
7. For publicity guidelines pertaining to elections, see the Election Guidelines in the "Campus Governance" section.
   This information may be found in section 4.02 of the Guide to Student Life.

Advertising via Email and the Web
You can spread the word about your event through a variety of methods, including email and the web. Below are instructions for electronically contacting students, faculty, and staff.

Faculty-L
This resource may be used to invite faculty to participate in your event. This is a moderated list. Send submissions to the Scripps faculty e-mail list at: faculty-L@scrippscollege.edu

SAS-L
This resource may be used to advertise student events, which will be posted at the discretion of the Social Activities Chair. Submissions should be emailed to the Chair (**see Quick Links**).

Staff-L
This resource may be used to invite staff to your event. This is a moderated list

Send submissions to the Scripps staff e-mail list at: staff-L@scrippscollege.edu

Student-L
This resource may be used to post official events at the college, including the events you are hosting. To post, send submissions to the Scripps email list at: Student-L@scrippscollege.edu
This is a moderated list

Student-Talk
Student-talk is an un-moderated student listserv from which students may unsubscribe. This resource is designed for postings such as lost and found, for sale items, personal messages, academic class or thesis surveys, and political announcements. To post to student-talk, email: student-talk@lists.scrippscollege.edu

Additional Resources for Publicizing Your Event
Here are additional resources available to promote your event. Be sure to take advantage of the suggestions listed below.

Campus Calendar/Event Digest
To register your event on the Scripps College Calendar and/or the Events Digest Email: http://inside.scrippscollege.edu/eventsubmit Submissions must be received the **week prior to your event by 10:00 a.m. Wednesday** in order to be included in Sunday's digest.

Mailbox Flyers
Mailbox flyers are no longer utilized due to high waste levels. However, a stack of flyers may be placed in the Scripps College mailroom window. **All flyers must have an approval stamp!** For more information contact Alane Caldwell, acaldwel@scrippscollege.edu or x73708.

Scripps Associated Students Agenda
SAS meets every Sunday at 7 p.m. in SARLO. To be placed on the SAS Agenda, contact the current SAS Secretary. To confirm placement, contact current SAS prior to the meeting.

Table Tents
Table Tents are no longer utilized in the Dining Hall due to high waste levels. There is a dedicated board for flyers in Malott. **All flyers must have an approval stamp!** For more information, contact Mary Jo Palmer, mpalmer@scrippscollege.edu or x72977.

***Voice* – the Scripps College Student Newspaper**
For submissions for advertising in *Voice* please contact business.scrippsvoice@gmail.com for more information.

Facebook
Create a Facebook group for your event and send it out to students.