Campus Communication Resources

How Do I.....?

• ...Reserve a table in the Commons?
  You can find details on how to reserve a table here:
  http://activities.richmond.edu/tyler-haynes-commons/table-reservation.html

• ...Post d-flyers or paper flyers?
  You can review all posting policies here:
  http://activities.richmond.edu/tyler-haynes-commons/posting-policy.html

  There are different venues for posting d-flyers if you want to get your message out across campus. You can send d-flyer requests to the following contacts:
  • Tyler Haynes Commons (dflyers@richmond.edu)
  • Liz McCann for Channel 16 (emccann@richmond.edu)
  • Kourtney Ennis for Robins School of Business (kennis@richmond.edu)
  • Carole Weinstein International Center (intcdflyers@richmond.edu)
  • Tammy Tripp for Jepson School of Leadership Studies (jepsondflyers@richmond.edu)
  • Kelly Sprouse for Recreation & Wellness (kelly.sprouse@richmond.edu).
  • For d-flyers posted in the Law School, they should be formatted the size of a regular power point slide and should be sent to: Courtney Fain for Law School (cfain@richmond.edu).

  It’s recommended to send d-flyer requests 5 business days before you want the message to be posted. D-flyers can run a maximum of seven consecutive days.

• ...Post a Spiderbyte?
  You can find the Spiderbyte request form here:
  https://wwws.richmond.edu/spiderbytes/

• ...Put information on the campus master calendar?
  You can view the campus master calendar here:
  http://calendar.richmond.edu/
  • If you would like to have an event listed on the master calendar, please send detailed information about your event to Karen Redden. For the campus master calendar, think about using this space for larger, one-time events that you would like to promote to a larger audience.

• ...Put information into OrgSync?
  Keep your information up to date on your OrgSync profile. Use OrgSync as a way to collect emails from students and send out mass communications to your group. Once an event is posted in OrgSync, it will automatically be posted on the campus master calendar. Not up-to-date on OrgSync? Contact Emily or Anthony Crenshaw to review the best uses of OrgSync for your group or attend a training session sponsored by Student Activities.
  http://activities.richmond.edu/organizations/orgsync.html