



Lone Star College-CyFair Student Life Campus Publicity Guidelines for Clubs

Student Life

Distribution of Literature and Postings on Campus

Postings are restricted to approved bulletin boards located around campus. Postings in violation of the regulations below will be removed without warning. Individuals or organizations not adhering to these guidelines can have their campus posting privileges suspended.

- Items must be approved by the Student Life Program Manager prior to posting.
- The sponsoring Organization and Contact Information must be present.
- Posting may be no larger than 11"x17".
- Items placed on boards should fit within the confines of the borders of the board.
- Materials may be posted for a maximum period of fourteen (14) calendar days, and sponsoring organizations and individuals are responsible for removing all postings within **two days** after the activity or event.
- Only one poster or flyer may be displayed per bulletin board.
- LSC-CyFair strictly prohibits the placement of flyers or any other unsolicited advertisement material on vehicles in our parking lot.

Banners

Banners may only be placed in the "inner campus" areas outside the LRNC. Banner spaces are reserved through the Office of College Relations. A facilities staff member will hang all banners. Events or dated banners must be removed within two days after the event.

Chalking

Chalking is strictly prohibited.

E-Mail Messages

In general, e-mails to students are not allowed. Only emergency notices, special initiatives or programs, and new regulations of campus-wide importance are permitted.

Table Tents

- Table tent designs must be approved by the Student Life Program Manager.
- Only one table tent per table is permitted at any given time.
- The sponsoring organization and contact information must be clearly stated on the table tent
- Table tents may be displayed for up to one week (seven days), and sponsoring organizations and individuals are responsible for removing all table tents within two days after the event.

Television Monitors

Television Monitors are intended for campus wide announcements pertaining to student clubs and organizations, faculty meetings, college-wide assemblies, and other information concerning LSC-CyFair students, faculty and staff.

- Information must be placed into a PowerPoint format.
- Fonts must be block style typeface and 36pt or larger with a maximum of 40 words.
- The Student Life Manager must approve all PowerPoint's prior to submission. PowerPoint's must be accompanied by a College Relations Media Request Form.





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External Audiences

- All communications being sent to external audiences, including prospective students not yet registered, must be approved by the Student Life Program Manager **AND** the College Relations Department.
- Use official College letterhead (multi-color), not photocopies, for correspondence.
- Personalize correspondence whenever possible (e.g., “Dear Ms. Jones”)

| Name | Position | E-Mail | Phone | Office |
|----------------------------|-----------------------------------|--------------------------------|--------------|-----------|
| Michelle Tran | Director of College Relations | michelle.tran@lonestar.edu | 281.290.3944 | CENT 155C |
| Celia Barnes | Special Events Coordinator | celia.f.barnes@lonestar.edu | 281.290.3937 | CENT 155A |
| Clay Brasher | Graphic Designer and Publications | richard.brasher@lonestar.edu | 281.290.5992 | CENT 155G |
| Donny Jansen | Web Coordinator | donald.jansen@lonestar.edu | 281.290.3513 | CENT 155F |
| J. Meanette Martino | Department Assistant | juanita.m.martino@lonestar.edu | 281.290.5989 | CENT 155- |
| Kelly Ann Norton | Media Relations Coordinator | kelly.a.norton@lonestar.edu | 281.290.3969 | CENT 155E |

Online: lonestar.edu/cyfair-relations





College Relations

PROJECT REQUEST FORM

All requests should be submitted 3-4 weeks prior to your deadline! Production time will vary depending on the department workload and other priorities – be sure to give us the time to complete your work. A complete list of estimated production time guidelines is available at <http://lonestar.edu/18257.htm>.

Complete this form and send it to your Dean or Director for approval. The Dean/Director must then forward this approved request to cfc@lonestar.edu. Requests will be processed in the order received. Brochures also require a meeting with the College Relations Director and must be approved by the appropriate V.P.

Please send any accompanying files for your project via attachment with this form. Files should be in Word format for text, or JPG, EPS or TIFF format for images. **You are now responsible for your own printing requests of flyers and posters!** Once College Relations has created the art work, you must fill in a Print Request form from the print center. This request must be printed out, and signed by your division/dept Dean or DOM.

| | |
|----------------------------|----------------------|
| Project/Event Name: | Event Date: |
| Contact: | Ext: |
| Division: | Department: |
| Budget Code: | Cutoff Date*: |

**Cutoff Date is when marketing for the event ends. By default it is the Event Date (or end of semester) unless you state otherwise.*

Project Details

| | | |
|---|---|--|
| <input type="checkbox"/> Flyer* (8.5 x 11) | <input type="checkbox"/> Poster* (11x17) | <input type="checkbox"/> E-mail Blast |
| <input type="checkbox"/> Post Card (4 x 5¾ or 5x8) → Quantity | <input type="checkbox"/> TV Monitors | |
| <input type="checkbox"/> Brochure → Quantity | <input type="checkbox"/> FaceBook/Twitter | <input type="checkbox"/> Web Page |
| <input type="checkbox"/> External Publications | <input type="checkbox"/> Internal Newsletter | <input type="checkbox"/> Week at a Glance |
| <input type="checkbox"/> Other: | | |

**You must turn in a Print Request form to the print center, signed by your Dean or DOM, to obtain prints of flyers and posters.*

| |
|--------------------------------------|
| Text and Special Instructions |
| |

OUTDOOR SIGNAGE REQUEST FORM

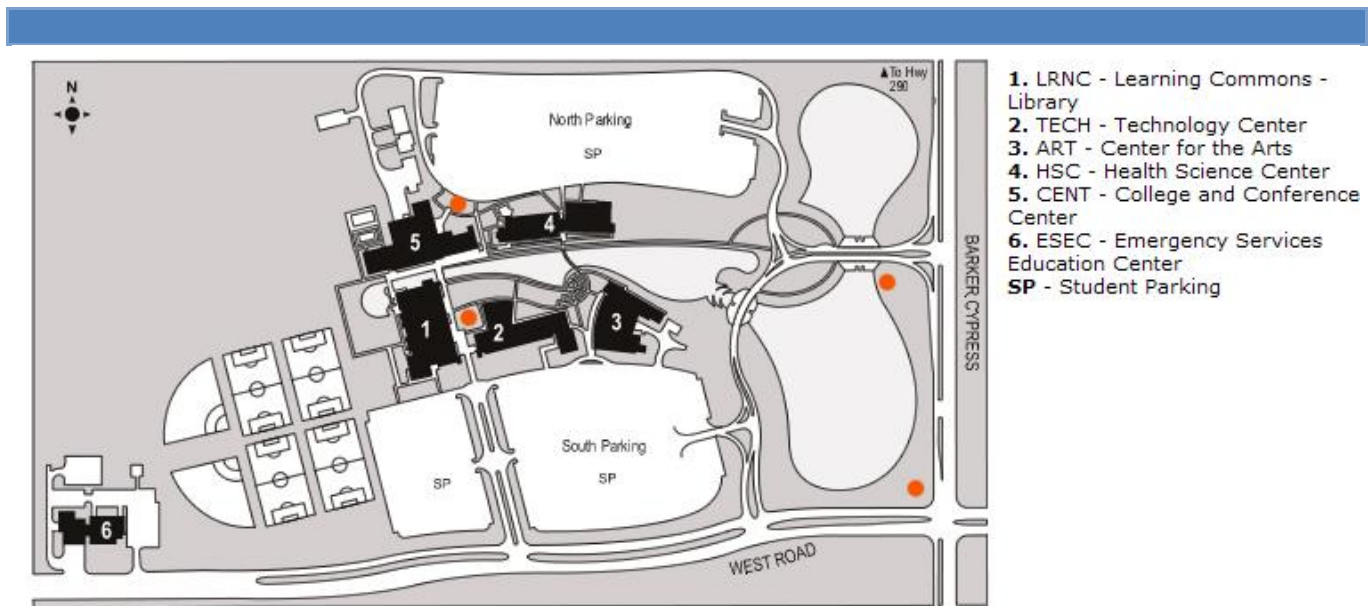
Please submit all requests 3-4 weeks prior to placement time. Once College Relations approves the request submit a work order for hanging or placement of signs through the Facilities Work Order process, attach a copy of this approved form. If you would like College Relations to create a banner for you, you must complete a separate "Work Request Form." The form must be submitted at least three weeks prior to the date that the banner is set to be displayed. After completion of this form please have your Dean/Director forward this request to cfc@lonestar.edu. All requests received from the Dean or Director will be processed as approved.

Requestor

| | |
|-----------------------------------|-------------------|
| Project Name | Ext. |
| Contact | Department |
| Signage Placement Duration | to |

Location of Signage

Please be as specific as possible



Special Instructions

Approved

Not Approved