PROMOTING EVENTS THROUGH YU STUDENT EMAIL

Once approved, club events can be promoted to the student community as follows:

• Announcements for Beren campus students should be sent to Berenevents@yu.edu
• Announcements for Wilf campus students should be sent to Wilfevents@yu.edu.

Announcements sent to either/both Wilfevents@yu.edu or Berenevents@yu.edu must follow these guidelines:

• Announcements for approved student events or initiatives will be limited to a total of three messages.

• Announcements must only include in the subject line
  The event name or club name and date of the event- examples:
  ➢ Biology Club discusses Covid vaccine– Feb 18
  ➢ Active Minds Presents Demetrius Glover – Feb 19
  ➢ Woodcarving Club Meets– Feb 20 • Blood Drive – Feb 24

(Subject lines such as “This event will be great”, “Last chance to sign up”, or “Join us tomorrow night on Zoom” etc, will not be approved.)

For announcements not for a specific event, the name of the club / group and the project must be used - examples:
➢ Sign up for Music Vs – Fall 2020
➢ Commentator seeks Writers
➢ Join the TAMID Board – deadline Sept15

ADDITIONAL WAYS TO PROMOTE YOUR EVENT:
• Include an appealing description when you submit the event request to the Student Life Event Request and Fund Form. This will appear on the YU event calendar.

• Once your event is approved, you can send OSL a flyer to add to the Event Calendar. If you are on campus, hang flyers on designated bulletin boards. Office of Student Life will print 20 flyers for each approved event
• Use Facebook and other social media to promote your event.