



Yeshiva University  
Office of Student Life

## **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.