OSU PROMOTION LOCATIONS & CONTACTS

**Dixon Recreation Center, Student Legacy Park, or McAlexander Fieldhouse**
- Contact: Wendy Little prior to the term you wish to promote your event, wendy.little@oregonstate.edu, 541-737-7096.
  - Advertising options include:
    - Plasma Ads
    - Display Cases
    - Info Table in Dixon West Entry – e-mail Kari.Miller@oregonstate.edu
    - Flyers in locker rooms or on Sport Club bulletin board
    - Banner in gym or west entry
    - Website or Facebook announcement
  - Basic information about the Sport Club program is available on the website http://oregonstate.edu/recsports/sport-clubs.
  - Sport club practice times are listed online in the RecSports Quarterly Schedule http://oregonstate.edu/recsports/schedule.
  - There is a Sport Club bulletin board in Dixon Recreation Center that will have basic information about clubs.

**Memorial Union**
- Contact: MU Business Office (MU112) to reserve: 541-737-2650
- Meeting Room or Marketing
- Dates to begin advertising reservations in the MU for the upcoming term
  - Fall- September 1
  - Winter- December 1
  - Spring- March 1
  - Summer- June 1
- Advertising options include:
  - Banner
  - Table Tents 4” x 6”
  - Bulletin Boards
  - Easel on MU steps
  - Display Wall
  - Table in Quad
  - Plasma Ads
  - Sidewalk Chalk
  - No reservations needed, only allowed by student groups or depts., only on public walkways – not walkways leading up to buildings – okay in quad, on streets, etc.
  - Flyers on stakes along sidewalk paths
    - No reservation needed
    - Max 4 stakes in quad per event per club
    - Initially post stakes after 9:00am – landscape management cuts the grass earlier in the morning
    - No deeper than 12 inches in ground
    - Must be removed by 5:00pm the day following the event. If not: landscape management will remove all stakes
Resident Halls

- Dining Center Info Table
  - Contact the Service Center, McNary 541-737-1004, West 541-737-2100, Arnold 541-737-9196
- Dining Center Table Tent Inserts 4” x 6”
  - Contact Debbie Kuehn, 541-737-3477 (need 380 table tents – 100 McNary, 200 West, 80 Arnold)
- The Campus Living – ResHall e-Newsletter
  - Contact Nancy.Raskauskas@oregonstate.edu
- Beaver Movie Channel Advertisement - http://oregonstate.edu/uhds/bmc-advertising

Student Org Digest

The Student Org Digest is a great avenue for getting information out to our recognized student organization leaders on campus. In order to minimize the amount of email our students receive from parties interested in getting their attention, emails will not be forwarded on to student organization leaders. Please submit it for the Digest based on the criteria included below.

- The Student Org Digest is sent weekly, on Wednesdays, to the student org digest list serve and posted on to the Student Events & Activities Center Group page - http://www.facebook.com/groups/226104827449552/
- Messages should be **30 words or less** plus contact info (contact info does not count towards that word limit).
  - Contact info should include a primary contact, email and/or phone number as well as website and/or Facebook info where applicable.
- Attachments will not be accepted or forwarded. Please include as a link to a website if needed.
- If you want your information included, it must be received on Tuesday by 11:59 pm.
- You’ll need to resubmit events **weekly** for inclusion where applicable
- You can submit your information online through our website at http://oregonstate.edu/sli/studentorgs/digest

Weekly, this information is sent out to an opt-in list serve for student organization leaders as well as posted to the Student Events & Activities Center Facebook Group Page at http://www.facebook.com/groups/226104827449552/ (feel free to join and post directly).

The Daily Barometer - www.dailybarometer.com

- Barometer Ads - Call Kami at 541-737-6379 to reserve the ad space and/or request them to design an ad for you. E-mail the final ad to baro.production@oregonstate.edu.
- Classified Ads - http://dailybarometer.campusave.com/
- Barometer Business Manager: 541-737-6373

Gazette Times – www.gazettetimes.com

- Ad must be approved by University Marketing, Carson Dunlap, carson.dunlap@oregonstate.edu, 541-737-5052

Media Services - http://oregonstate.edu/is/mediaservices/sms/organizations

- Equipment loan & tutorials
- Printing
- Scanning
- Photography & Videography
- Studios
**KBVR Radio Station**
- Radio Ads/Public Service Announcement/KBVR Radio 541-737-6323

**Miscellaneous**
- Word of Mouth
  - This is the cheapest and best form of advertising.
- Promotional / Giveaway items
  - Steve George, Blue Dawg Promotions, 541-752-1200, www.bluedawgpromotions.com
- Uniforms, t-shirts, warm-ups & banners –
  - Two local companies you can check with are Element Graphics, 541-752-0033 or Les & Bobs, 541-929-7388
- Beaver Community Fair
  - First Friday after school starts in September.
  - Reservations can be submitted online - [http://oregonstate.edu/sli/studentorgs/bcf](http://oregonstate.edu/sli/studentorgs/bcf)
- Post flyers at businesses in the community
  - Make sure to get permission from the business owner.