

PROMOTING YOUR CLUB

MAINSTREET:

- ✓ This is the most talked about and promoted event of each semester.
- ✓ It is held at the beginning of each semester.
- ✓ This is a club's opportunity to recruit new members and highlight their upcoming events.
- ✓ \$200 will be allocated to each club chartered in May which can be used for purchasing giveaways, and/or decorations for the event. **Clubs should grab the attention of the students!**
- ✓ Club participation at both Mainstreet events is REQUIRED to remain in good standing with CCC and receive funding for events.

MASTER CALENDAR:

OSA creates a monthly calendar of events that includes club meetings, events and activities taking place involving JJC clubs. This calendar is published in hard copy and placed around campus, and is available on the JJC home page. It is sent to all students with a JJC email account.

All club events, meetings and activities turned in to the Secretary of Student Activities and Holistic Wellness by the 15th of the month and have been approved will be placed on the calendar.

DO NOT ASSUME YOUR EVENT WILL BE ADDED TO THE CALENDAR!!!

JJC BOARDS:

Clubs are encouraged to promote events through flyers (please make sure that your flyer has been approved by your advisor) placed on the 9 campus bulletin boards and 3 for additional boards at City Center, Morris and Romeoville Campus. Copies must be brought to OSA at least two weeks prior to event. OSA will stamp and place on boards around campus and inter-office mail other 3 copies.

PROMOTIONAL CLUB BOARDS:

Clubs are encouraged to promote events by making a promotional club board (located on the bridge). OSA (see Laurie Bierman) will reserve the board for two weeks, we suggest the two weeks prior to your clubs event. Clubs are responsible for putting up and taking down the board. You may request letters for your board.

*Please write out what letter/s (and colors of paper you'd like) and turn that in to Laurie Bierman in OSA.

JJC PILLARS:

Clubs may also use the pillars on campus to highlight their event. There is a two week time limit on the use of the pillars. A club may choose 2 pillars in each location (cafeteria, bridge, T/S concourse and the C-F concourse) for their flyers. OSA has fishing line in their office for a club to use as there is a **NO TAPE POLICY** on painted surfaces for JJC.

TABLE TENTS:

Clubs may use these to promote events. Bring one copy of the table tent to OSA for approval before distributing them around campus.

PLEASE SEE POSTING POLICY FOR ADDITIONAL INFORMATION (Pg. 22)

CAMPUS PUBLICITY REQUESTS:

Publicity Requests are to be submitted online, available through the Communications & External Relations Web Page <https://www.jjc.edu/new/about/operational/communications/publicity-request-form.aspx>. This form is used for the following forms of advertising:

- ✓ JJC Portal (intranet)
- ✓ Blazer
- ✓ Television Monitors
- ✓ Web Event posting
- ✓ Electronic signs at Main, Romeoville & City Center Campuses

Only JJC sponsored events will be promoted through Communications & External Relations, for press releases complete a story request form on the PR Coverage Request page of the webpage.

POSTING POLICY

POSTING POLICY/PROCEDURES:

In the interest of facility maintenance and the effectiveness of display and aesthetics, the following guidelines for display materials have been established:

- Postings should look nice and be true to purpose intended.
- Postings should be limited and no larger than 11' by 17" or less in size.
- Necessary information (contact name & phone number) must be provided.
- Messages should not discriminate.
- Appropriate language is to be used.
- Due to space limitations, commercial solicitation is not allowed unless it is a JJC sponsored event on campus.
- Postings should abide by rules and regulations as well as reflect good morals, manners, and taste.
- Postings should contain the JJC logo (OSA can provide this if needed).

If your postings follow these guidelines, the next step is to bring your copies to OSA for review and approval.

LOCATIONS:

A total of 12 copies are needed for posting. Nine boards are located on Main Campus, one at City Center, one at Romeoville Campus and one at Morris Campus.

MAIN CAMPUS POSTING LOCATIONS FOR CLUB USE:

- J Building – 2nd, 3rd and 4th floors (JJC related information)
- H Building – Bridge (OSA Events)
- D Building – In front of Cyber Café (JJC related information & Volunteer Board)
- C Building – JJC related information
- A Building – 2nd floor (JJC related information)
- S/T Concourse – (JJC related information)
- T Building – Front Entrance (JJC related information & free speech)
- B Building – Entrance (JJC related information)

BANNED POSTING AREAS (these are the areas and conditions under which material will NOT BE DISPLAYED):

- On the exterior of any permanent or temporary building
- On the exterior/interior of any window or glass wall
- Affixed with any adhesive, masking tape, or scotch tape to a painted surface on any building or furniture surface.
- Suspended in any way so as to hamper or impede the proper flow of traffic, to any facility either pedestrian or vehicular.
- On any vehicle parked on JJC grounds.

REMINDER: ALL CLUB PROMOTIONS MUST COME THROUGH OSA.