

Publicizing Campus Events

1. Utilize the Campus Events Calendar
 - a. Make sure your event is on the [Campus Events Calendar](#) by creating an event in [25Live](#).
 1. If you would like a tour of 25Live, the Office of Student Activities can provide that, happily. Please email activities@linfield.edu for assistance with 25Live.
 2. If you would like a full, in-depth 25Live training, contact the folks at Conferences & Event Planning by emailing reserve@linfield.edu.
 - b. The calendar is a *resource* within 25Live, called “Calendar – McMinnville Campus.”
2. Submit an Announcement to [Linfield Ahead](#) (bi-weekly email sent to the entire Linfield community)
 - a. Linfield Ahead has three sections: an announcements section that will be seen by everyone, another announcements section segmented for specific groups (example: Portland students) and then a list of upcoming events fed directly from the 25Live “Calendar – Linfield Ahead” Resource.
 1. This calendar resource is *different* and *in addition to* the “Calendar – McMinnville Campus” resource. If you want your event to show up on Linfield Ahead, be sure to reserve “Calendar – Linfield Ahead.”
 - b. Email newsroom@linfield.edu if you have any questions about Linfield Ahead.
3. Utilize [ASLC Publicity](#) services.
 - a. College groups (like an academic department or student club) can fill out an ASLC Publicity request form to request that the ASLC Publicity Director put flyers/table tents/other media on the ASLC bulletin boards or other publicity spaces around campus.
 - b. College groups will have to pay for the cost of printing, unless they print their own media and drop it off at the ASLC Office (Riley 216).
4. Social Media via your organization or department (Facebook, Instagram, Twitter)
 - a. If you need help or guidance with this, Linfield’s Director of Social Media is a great resource.