**TCTC Announcement and Calendar Posting Request Form**

***Follow all directions below. Please allow 3 days for posting to appear.***

**STEP 1: Announcement Title**

*Please include a specific and clear title*

Click here to enter text.

**STEP 2: Announcement Text**

*Please include all necessary information, including who, what, when, where, and the contact person for more information.* ***You must include a contact name, email, and phone number at the end of your message in order for it to be posted.***

Click here to enter text.

**STEP 3: Check the Announcement Audience from the Three Options Below.**

[ ]  **Student**

[ ]  **Employee**

[ ]  **Student and Employee**

**IMPORTANT NOTE:** To determine which audience should receive your announcement, ***apply the 80/20 percent rule***. Who did you plan the activity or event for? Who needs to act on the information? For example: If your targeted audience for action or participation is Students, then use the Student category, not the Student and Employees category. (Employees receive Student announcements.)

**STEP 4:** **College Activities Calendar**

*Do you want this information to also appear on the College Activities Calendar?*

[ ]  Yes

[ ]  No

If yes, which category?

[ ]  Student Activity

[ ]  Faculty/Staff Activity

[ ]  College Wide Event

[ ]  Community Event

[ ]  Connect to College

[ ]  Alumni Event

**STEP 5:** **Save This Document to Your Desktop**

**STEP 6: Prepare to Email**

* Open your email account.
* Attach this form to a new email.
* **Also attach any other document(s) you wish to have issued with the announcement and/or calendar posting (e.g., a PDF of a brochure or poster, etc.).***Note that attachments do not replace the need to complete this form in its entirety.*

**STEP 6: Email to the Appropriate Contact to have Posted**

* Student Announcement: Lori Morrissette and Tammi Lollis at lmorriss@tctc.edu; tlollis@tctc.edu
* Employee Announcement: Lisa Garrett and Dan Cooper at lgarrett@tctc.edu; dcooper2@tctc.edu
* Student and Employee Announcement: Lisa Garrett and Dan Cooper at lgarrett@tctc.edu; dcooper2@tctc.edu (remember, employees receive student announcements, so only use this category if your communication is DIRECTLY TARGETED to BOTH groups.)

Other Publicity:

**eTC Featured Events Channel (**[**https://etc.tctc.edu/cp/home/displaylogin**](https://etc.tctc.edu/cp/home/displaylogin)**)**: If you have an event you wish to have posted in the eTC Featured Events Channel, please contact the Service Desk at servicedesk@tctc.edu. In the subject line of the email, include "eTC Featured Events Channel." They will need a PDF of the event poster or a link to the appropriate webpage. Remember, this special channel is for events only!

Questions? Contact Rebecca Eidson, Ext. 1507 or reidson@tctc.edu