UAH Channels of Communications

Guidelines regarding each form of communication may apply. Please refer to individual forms of communication and related rules and restrictions. Any messaging used should be in good taste.

Table of Contents

1. Table of Contents
2. UAH Website
3. Social Media
4. UAH Headlines
5. Emails to All Faculty, Staff and/or Students
6. Google Groups
7. PhpList
8. Charger Student News
9. Student Events Calendar
10. The Toilet Paper
11. The Paper Napkin
12. Charger Times
13. Digital Signage
14. Posters/Flyers
15. Campus Mailings
16. Residence Hall Flyers/Posters
17. Paintable UAH letters near the UC Slab
18. Chalking
19. Student Events Calendar
20. Banners

UAH Website

- Each college has a dedicated content manager; support regarding content is available by contacting webmaster@uah.edu
- You may submit events for inclusion at http://www.uah.edu/events by clicking the “Submit an Event” link found at http://www.uah.edu/events

Social Media

- Send content to social@uah.edu to have updates considered for posting to the UAH Facebook and Twitter pages.

UAH Headlines

- UAH Headlines is the official newsletter for UAH and is sent to faculty and staff every Monday morning.
- Send content to joyce.maples@uah.edu by 5:00 pm on the Wednesday before a Monday distribution. Please note that items aren’t included in Headlines unless they will occur soon. (Wait to submit your request until your event is 4 weeks out or less.)

Emails to All Faculty, Staff and/or Students

August 6, 2015
• Only items deemed appropriate by The Office of Marketing and Communications will be accepted, otherwise UAH Headlines is the proper channel of communications for messages to staff/faculty and the student e-newsletter is the proper channel for messages to students
• Forward a complete email, with request, to webmaster@uah.edu at least two weeks in advance; make sure to include the audience (faculty, staff, and/or students), subject, and email body as you wish it to be sent; the email will be sent as it was sent to webmaster
• Notices of an unexpected nature, such as urgent or critical notices related to traffic changes, planned disruptions, or campus use notices would be considered an exception to the requirement of advanced warning

Google Groups
• For specified audiences
• Use this for sending messages repeatedly to the same contact list, preferably in the uah.edu domain
• To manage a group, fill out the form at http://www.uah.edu/oit/forms/email-forms/67-main/oit/822-google-group-request-form (You must be logged into Google)

PhpList
• This is a mass emailing product used to manage online newsletters as an alternative to using the Google groups for reaching all of staff, all of faculty, etc. Use this for sending messages repeatedly to the same large contact list
• To manage a list, fill out the form at http://www.uah.edu/oit/services/phplist/about/67-main/oit/828-phplist-administrator-form (You must be logged into your UAH Google Apps account)

Charger Student News
• E-newsletter published by Student Affairs and sent to every UAH student on Mondays
• Submissions are due the Wednesday before the Monday you want your information published
• Fill out the submission form at http://uahchargers.wufoo.com/forms/charger-student-news-submission-form/

Student Events Calendar
• Online calendar for all on-campus student events at http://www.uah.edu/student-life/activities/events-calendar
• Online submission at http://uah.edu/studentevents

The Toilet Paper
• List of events posted in bathroom stalls around campus
• Updated every Monday
• Content is gathered from the Charger Student News submission form and the Student Events Calendar, so submit content with the designated date/time you would like to have in The Toilet Paper through these systems

The Paper Napkin
● List of events posted on napkin dispensers in eateries around campus
● Updated every Monday
● Content is gathered from the Charger Student News submission form and the Student Events Calendar, so submit content with the designated date/time you would like to have in The Paper Napkin through these systems

Charger Times
● Newspaper published by students on Thursdays (submissions due Monday)
● Reduced rates available for student organizations and campus departments
● Advertising and rate information is available by emailing ctadvertising@uah.edu
● Contact The Charger Times directly at 256-824-6090 or chargertimes@uah.edu
● Advertising is available at specific rates; contact their office for details

Digital Signage
● Managed by varying departmental and other personnel
● For screens in the Conference Training Center and Charger Union, submit to Martez Clemmons (mvc0004@uah.edu / 256-824-2302); slides must be in landscape/horizontal orientation and as a PDF or JPEG file
● There are some screens in the library, and there are some in Shelby Center, Business Administration Building, Engineering Building, and Olin B. Kin Technology Hall. Contact admins in that building to place content on these signs; you will need to provide PowerPoint slides

Posters/Flyers
● Each building requires approval for posters/flyers and departments/student organizations are required to get their own approval and distribute posters/flyers themselves
● Posters must be related to campus (faculty, staff or student activities/announcements only; no outside organization's posters are allowed)
● Note: Be sure to get them approved in each building:
  ○ At the Charger Union, stop by the Welcome Desk
  ○ At the Conference Training Center, stop by the Charger Card Office
  ○ In any academic building, stop by the Dean’s office
● The Copy Center offers printing services, but it is not required for them to print UAH posters; full color 11”x17” posters are less than $1.00 each

Campus Mailings
● The Copy Center can handle faculty/staff mailings
● For a faculty/staff mail list, fill out the Human Resources Information Request at http://www.uah.edu/images/administrative/human-resources/HR-InfoRequest.pdf;
  Contact Vonda Maclin at vonda.maclin@uah.edu or 256-824-2282 with questions
● Request Label-Mail Merge and include the Job# from the Printing Order (get the form
from the Copy Center)

Residence Hall Flyers/Posters
● Distributed to each building (please sort and paperclip with each building designated)
  ○ Charger Village – 6
  ○ Frank Franz Hall – 5
o North Campus Residence Hall – 5
o Southeast Housing – 1
o Central Campus Residence Hall – 5
o Housing Office – 2

- Flyers must be approved by the Housing Office and should be delivered to the Housing Office (at Charger Village) at least 2 weeks in advance of the event
- It is possible to target residents via campus mail if you can access their campus address from Banner; campus mail for residents normally comes to the Housing office first and is then distributed to the buildings and placed in residents’ mailboxes. Mail to residents must include the appropriate suite number.

Paintable UAH letters near the UC Slab
- Must be reserved through the Charger Union Event Scheduling Office (see http://www.uah.edu/uc/scheduling for more information)
- You’d be responsible for repainting the letters

Chalking
- Chalking is permitted on campus except on benches, bricks, buildings, and breezeways (chalking is not allowed in areas where rain will not wash it away)
- No registration of chalking is required
- Please follow the Student Activities Guideline, found here: http://www.uah.edu/student-life/activities/student-organizations/resources

Student Events Calendar
- Online calendar for all on-campus student events
- Online submission at http://uah.edu/studentevents
- View events at http://www.uah.edu/student-life/activities/events-calendar

Banners
- To hang a Banner in Charger Union, make a reservation through the Charger Union Scheduling Office
- Limited space for 3’x6’ or 3’x8’ banners is available in Charger Union
- Must be constructed of paper or vinyl and include grommet holes in each corner and the middle
  - Banners need to be reserved 14 days in advance and delivered to the Charger Union Event Scheduling Office the Friday before it needs to be hung; reservations can be hung for 1 week, and limit two consecutive weeklong reservations per event