

# 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.

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## UAH Website

- Each college has a dedicated content manager; support regarding content is available by contacting [webmaster@uah.edu](mailto:webmaster@uah.edu)
- You may submit events for inclusion at <http://www.uah.edu/events> by filling out the [OMC Event Listing Form](#).

## Social Media

- Send content to [social@uah.edu](mailto: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](mailto:joyce.maples@uah.edu) by **5:00 pm on the Wednesday before a Monday distribution. This is a hard deadline!** 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

- 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](mailto: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](#)

### Student Events Calendar

- Online calendar for all on-campus student events at <http://www.uah.edu/student-life/activities/events-calendar>
- Submit your events via the [Student Life Event form](#)

### 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](mailto:ctadvertising@uah.edu)
- Contact The Charger Times directly at 256-824-6090 or [chargertimes@uah.edu](mailto:chargertimes@uah.edu)
- Advertising is available at specific rates; contact their office for details

### Digital Signage

Managed by varying departments and personnel. All digital sign boards on campus are low-resolution, so it is best to keep your designs as simple and straightforward as possible.

- Morton Hall
  - Katherine MacGilvray [katherine.macgilvray@uah.edu](mailto:katherine.macgilvray@uah.edu)
- Student Health Center in Wilson Hall
  - Nicke Keimer [Nicke.Keimer@uah.edu](mailto:Nicke.Keimer@uah.edu)
- Conference Training Center & Charger Union
  - Martez Clemmons [mvc0004@uah.edu](mailto:mvc0004@uah.edu) / 256-824-2302
  - Slides must be in landscape/horizontal orientation and saved as either a PDF or JPEG file
- Library
  - Doug Bolden [doug.bolden@uah.edu](mailto:doug.bolden@uah.edu).
- Business Administration Building
  - Violet Edwards [Violet.Edwards@uah.edu](mailto:Violet.Edwards@uah.edu).
  - Slides must be in landscape/horizontal orientation and saved as a Powerpoint or JPEG file
- Engineering building
  - Larry Frost [larry.frost@uah.edu](mailto:larry.frost@uah.edu) for screens in the main lobby
  - Tim Torrie [timothy.torrie@uah.edu](mailto:timothy.torrie@uah.edu) for the screens in the upstairs lobby.
- Tech Hall
  - Harley Hollingsworth [harley.hollingsworth@uah.edu](mailto:harley.hollingsworth@uah.edu).
- Shelby Center
  - Contact Dr. Emanuel Waddell [emanuel.waddell@uah.edu](mailto:emanuel.waddell@uah.edu)
  - Slides must be in landscape/horizontal orientation and saved as either a PDF or

## JPEG file

### 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/notices 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](mailto: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
  - North Campus Residence Hall – 5
  - Southeast Housing – 1
  - Central Campus Residence Hall – 5
  - 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](#)
- Painters will 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

### 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**