

utilizing Budget Services will pick up the product and supplies from the Café during normal business hours, will set up the event, clean up after the event and return all equipment to the Café upon completion.

You can learn more about the Budget Services Catering program available to student organizations as well as more information about food services and menu options available on campus by going to the Campus Dining website: www.govst.edu/dining.

Perhaps the most important part of planning an event is the way in which you communicate it to the University community and to the public (if applicable). Marketing materials for basic promotions must display the Student Life banner and be approved by CSEIP before distributing or printing. Once approved by CSEIP promotional material may be distributed. Flyers are posted by Student Life on approved Student Life bulletin boards.

When should the Marketing department services be requested? For press releases, any marketing material that may be used off-campus, and artwork for (flyers, t-shirts, pens, etc.) that includes the GSU logo, needs to have the approval of Marketing. If there is a question contact Student Life.

To list your event in The GSU View

D. The following locations have been designated as approved areas for the distribution of materials on the GSU campus:

- 1) Outside the main entrance (D-Main) of the University (or in the vestibule of the D-Main entrance)
- 2) In the area in front of the old Welcome Center by the Hall of Governors
- 3) In the Hall of Governors

D. Posters, flyers, brochures, and pamphlets may not be distributed using the GSU internal mail system.

E. Flyers, brochures, pamphlets, posters and other materials may not be placed on the tables, counters, or chairs in the cafeteria.