

EMU STUDENT CENTER

Marketing Communication Procedures



The EMU Student Center recognizes the need for University departments, campus organizations and student organizations to disseminate and share campus information. The following procedures are provided to assist groups who wish to advertise and market programs in the EMU Student Center.

Please review these procedures carefully and share with fellow employees in your department. All advertising material is subject to approval by the Student Center Administration. Should you have any questions or concerns, please contact Gabrielle Miller at gmille28@emich.edu or in [Room 370](#), Student Center Administration. Thank you for your support and cooperation.

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NEWSLETTER AD

Revised: 07/18

1. Events advertised in the Student Center newsletter must take place at the Student Center and must be sponsored by the Eastern Michigan University or University department.
2. Please provide the name, date, time, location, and a short description of your event.

A limited number of spots are open. Ads are put up on a first come, first served basis.

Please submit an online request to reserve a space for your event advertisement in the newsletter.

[The form can be found here.](#)

Make sure you submit your request at least a month in advance before the date of the event. Our newsletters are sent out on the first day of each month.

If you have any questions contact Gabrielle Miller gmille28@emich.edu.