

## Public Relations Suggestions for Your Student Organization

- You can request an email message be sent out to all student organizations. Email [Kim.Harrison@mail.wvu.edu](mailto:Kim.Harrison@mail.wvu.edu) to request that.
- Email info to be posted on the Student Engagement and Leadership website to [Kim.Harrison@mail.wvu.edu](mailto:Kim.Harrison@mail.wvu.edu).
- Like the WVU Student Engagement and Leadership Facebook page and follow @WVUSEL on Twitter and Instagram.
- Create your own Twitter and Facebook pages
- You can create flyers and post them in the buildings on campus. Be sure to only post them in designated areas.
- You can send your information to [mix@mail.wvu.edu](mailto:mix@mail.wvu.edu) to have it posted on the student portal.
- Contact University Relations/News. The media contact for student organizations is Heather Richardson. Email her at Heather [Heather.Richardson@mail.wvu.edu](mailto:Heather.Richardson@mail.wvu.edu). This office is a great resource and can help publicize events via WVUToday and by contacting other local media outlets like The Dominion Post, The Daily Athenaeum, WBOY, WDTV, Metronews and others.
- You might want to consider contacting PRSSA (the Public Relations Student Society of America) chapter. Find more info here: <http://prssa.studentorgs.wvu.edu/>
- Contact the DA and have them write a story about your efforts. To reach the newsroom, email [danewsroom@mail.wvu.edu](mailto:danewsroom@mail.wvu.edu) or call 304-293-5092 ext. 1.
- If it is in your organization's budget you can create an ad for your event. The DA offers student organizations a discounted rate.
- Contact U92 (the campus radio station) and ask the news staff to do an interview. Email [Darlene.Johnson@mail.wvu.edu](mailto:Darlene.Johnson@mail.wvu.edu) or call 293-3329. U92 hosts a weekly news show called "Feedback" – consider asking the staff to interview you to promote your event.
- U92 also offers free public service announcements. You can drop off your flier at the studios in the Mountainlair or ask to fill out a PSA form.
- Contact the Dominion Post and ask about having them do a story.
- If you do not have a webpage for your organization you should consider requesting one through our office. That's a great way to spread the word. Log on here to submit the form: <http://web.ur.wvu.edu/student-organization-website-request-form>

- Log onto <http://cal.wvu.edu/oePublicForm.aspx> and submit your event or meeting information there. The Information Stations display this information all across campus.
- You can talk to Kim Harrison in our office about reserving banner space in the Food Court or the bridge to Stansbury Hall - you can hang a banner from both places.
- Send the event to E-News at [enews@mail.wvu.edu](mailto:enews@mail.wvu.edu). This goes to all faculty and staff.
- Set up an information booth in the Lair. The Mountainlair reservations staff can assist you with scheduling. Their office is located on the second floor of the Mountainlair in the administrative offices. You can also call 30-293-3250 or email [reservations@mail.wvu.edu](mailto:reservations@mail.wvu.edu).
- Schedule a time in the brick area which is located across from the Mountainlair. Kim Harrison can assist you with that.
- Email [Kim.Harrison@mail.wvu.edu](mailto:Kim.Harrison@mail.wvu.edu) to have digital signage posted on the info stations in the Lair food court. Here is more info on the requirements: [http://web.ur.wvu.edu/information\\_stations/student\\_orgs](http://web.ur.wvu.edu/information_stations/student_orgs)
- There are several mailboxes in the Student Leadership and Engagement office. Appropriate flyers/brochures can be placed in these boxes free of charge.
- Other media outlets include WV Radio Corporation (296-0029), WV Public Broadcasting (888-596-9729), WNPB (296-0120), WBOY (623-3311), WDTV (848-5000).
- T-shirts or other giveaways can help promote your event. Remember, if you have t-shirts made you must have the design approved by Trademark Licensing. Email [trademarklicensing@mail.wvu.edu](mailto:trademarklicensing@mail.wvu.edu) for more info.
- If your club is major-related reach out to your professors and schedule a time to talk to students in their classes about your organization.
- Attend a Student Government Association meeting and during the open forums you can take the floor to mention your organization.

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