

Resources to Plan or Advertise Student Events for the College of Health Professions



MUSC Resources

The following resources and links can be found at www.musc.edu and type in student communications in the search box.

- 1) **Student News & Events Website**
- 2) **Student Broadcast Email**-to send an email to ALL MUSC students
- 3) **SGA TV-Digital Advertising** There are two TV's located inside the Colbert Library. Advertisements must be 11x8.5 (in landscape form) and will be circulated for up to two weeks. Ads can be mailed to studinfo@musc.edu
- 4) **Posting Flyers/Other Publications**

Reserving Space in the Portico/Horseshoe/Library Lobby

- 1) Contact Susan Johnson at johnsoss@musc.edu with your event details and she can assist you with reserving the space.

CHP Resources

- 1) Classroom, Atrium or Catering kitchen reservations: Contact Susan Johnson at johnsoss@musc.edu with your event details and she can assist you with reserving the space. **PLEASE NOTE:** Alcohol is not permitted at student events hosted within the CHP buildings. If an event off campus will serve alcohol, be sure to fill out an Alcohol Event form found on the MUSC Student Programs & Student Diversity page under Leadership and Organization.
- 2) If you need tables for the Atrium, contact Joslyn Kirby at kirbyjo@musc.edu at least 48 hours in advance. They are housed in the closet in A105 and she can facilitate access to them. Please note, these are for use within the College grounds only. If she's not available, stop in the Student Life Office for assistance.
- 3) To advertise an event within CHP:
 - A) Submit information to Edie Hering at hering@musc.edu or drop off in the Office of Student Life to be included in the weekly newscast. Fliers can also be given to the Office to distribute around the CHP buildings
 - B) Email/Class distribution lists: instructions on back page
 - C) Advertising on the Atrium Screen: Flier/s must be in PowerPoint and in Landscape Orientation. Please allow 24 hours notification. Email slide/s to Justin Muir at muirj@musc.edu with dates you want it displayed.
- 4) To post on the CHP Facebook Page, please contact Anne Herford at herford@musc.edu. If you are marketing anything with the MUSC/CHP logo, be sure to contact Anne for brand approval or use of the CHP logo.

PLEASE NOTE:

When you want to email fellow students regarding an event or fundraiser, it's always best to encourage the information come directly from a fellow student. Please note, since not all CHP students are physically on campus (due to being enrolled in an on-line curriculum or physically off campus due to clinical rotations) it's best to email the applicable classes that are on campus at the time of your event. If you have any questions who is on campus at any time of the year, do not hesitate to contact the Office of Student Life. Our goal is not to inundate those students who are not on campus with emails that may not pertain to them.

Emailing to CHP students:

1. Go website https://mainweb-v.musc.edu/ds/student/_chp.html
2. You can then simply copy and past the emails addresses of the classes you are trying to reach out to.

Class Groups On Campus to Select

- AFN First Year (Doctorate– Anesthesia for Nurses) [chp-hp-afn-1yr](#)
- AFN Second and Third Year (On clinical rotations)
- CVP First Year (Masters-Cardiovascular Perfusion) [chp-hm-cvp-1yr](#)
- CVP Second Year (On clinical rotations)
- MHA Residential (Masters-Health Administration-Residential) [chp-hm-mha-res](#)
(This combines both years into one distribution list)
- OTD First Year [chp-hp-ot-1yr](#)
- OT Second Year (last Master's class will graduate in July 2020) [chp-hm-ot-2yr](#)
- PA First Year (Masters-Physicians Assistant Studies) [chp-hm-pas-1yr](#)
- PA Second Year (leave in August for their clinical year of rotations)
- PT First Year (Doctorate-Physical Therapy) [chp-hp-pt-1yr](#)
- PT Second Year (They are out on a second year clinical rotation from Aug to Oct) [chp-hp-pt-2yr](#)
- PT Third Year (On clinical rotations)