1. Reserve your event with conference services in 25live. (coastal.edu/info/facstaff/)

   *Be sure to indicate any media needs in your request, e.g. microphone, podium, laptop, etc.*

3. **Cultural Arts Calendar Submissions** - if you want your event to be included in the Cultural Arts Calendar, make sure you notate this in your description in 25Live.  
   *Notating Cultural Arts Events gets priority scheduling.*

   **A. Cultural Arts Calendar Submissions**
   - **Fall Calendar** - August, September, October & November | **Submissions due in May**
   - **Winter Calendar** - December, January & February | **Submissions due in September**
   - **Spring Calendar** - March, April & May | **Submissions due in December**

   **B. Cultural Arts Calendar Submissions**
   - All events for the Cultural Arts Calendar should be submitted with this online form (coastal.edu/forms/news/culturalarts/)
   - Provide a detailed description of your event and upload a photo if you have one. Decide on a ticket price. Contact Amy Tully for any questions regarding ticket pricing.
   - Sara Sobota, Edwards College Publications Editor, will review the description and contact you if there are any questions about the event.
   - You will have a chance to review the submission before it is printed.
   - If you do not have an image to provide, an appropriate one can be provided or designed for you.

4. **Events between issues of the Cultural Arts Calendar**
   - **A.** Provide a detailed description of your event in 25Live.
   - **B.** We are happy to include any “pop-up” events on the online cultural arts calendar that occur between the printed calendar schedule. Send your request to Amy Tully at atully@coastal.edu or x2352.
   - **C.** Sara Sobota will review the submission before it is approved by University Communications and then it will be uploaded to the online calendar.

5. **Promotion**
   - **A. Print** - Do you want a poster for your event?
     If so, contact Abby Sink at apinders@coastal.edu or x6985.
   - **B. PR** - Do you want a press release for your event?
     If so, contact Sara Sobota at ssobota@coastal.edu or x2507.
   - **C. Social Media** - Do you want to advertise your event on the Cultural Arts Social Media Sites? If so, contact Amy Tully at atully@coastal.edu or x2352.

6. **Other Requests and Details**
   - **A. Will you have food at your event?** - If so, make sure you have notated this in your reservation on 25Live. To make a food order, contact Aramark at x2422 or ccucater@coastal.edu.
   - **B. Audio recording and video production**, including live-streaming services, contact Judy Cannon at x2890 or jcannon@coastal.edu.
HAVE A GREAT EVENT!

SCHEDULING EVENTS IN THE EDWARDS COLLEGE

C. Do you want Stage Foilage? If so, order 2 weeks ahead of time. Your administrative specialist can assist you with this.

7. The Day of the Event
   A. Make sure all media needs are notated and requested properly in 25Live
   B. Banners - Each department has a banner that can be used as a backdrop for any event, including a stage, booth or convention hall. You can also check out an Edwards College banner from the Dean's office to have a representative banner from both your department and the college.
   C. Tablecloth - There are also tablecloths available with the Edwards College name and logo for use on any table on stage, in a booth or in a convention hall. Contact the Dean's office at x2521 to reserve an Edwards College banner or tablecloth.

8. Questions? Contact Amy Tully at X2352 or atully@coastal.edu.