

We are honored to provide registered student organizations with a wide range of marketing services including graphics, photography, video, promotional items and apparel and digital advertising. You can learn more about our individual services below. **To request our services, please visit our request form:** <http://studentlife.osu.edu/secure/marketing>

Services We Provide

Graphics

4 week notice required

The graphics department can create artwork and designs for your marketing needs. If you are representing a [registered student organization](#), our team will create artwork, logos, posters, flyers and other graphics for your organization at no charge.

Registered student organizations can submit **two** graphics requests per semester at no charge. Your organization must cover printing and production costs.

Promotional Items and Apparel Orders

4-6 week notice required

Our promotional items team is here to help you find and order customized apparel, promotional items and giveaways. We will work with you and your organization's budget to find the best promotional items that fit your goals. If you need a graphic for your promotional item(s), it is best to fill out the request form about *9 weeks prior* to the event or day you need your items. If ordering items from overseas, process can take up to 90 days. Your organization must cover printing and production costs.

Photography

2 week notice required | Served on a first come/first serve basis

Our photographers are available to come to your student organization's events and programs in order to capture moments and document the event. We will upload your pictures to our [online hosting service](#), making them available to you free of charge.

Student organizations are limited to **two** events per semester.

Video

2-4 week notice required | Served on a first come/first serve basis | Allow for a 4 week turnaround time

Our team offers video services to student organizations wanting creative short videos with a call to action, to use for marketing purposes, such as to post on a website or on social media or to promote your events and organization. Requests are limited to one video per organization, per calendar year.

Digital Signage

1-2 week notice required

We can help you promote your student organization or event using the virtual bulletin boards on the digital screens in the Ohio Union. If you are designing your own flyer, please send a 16x9 (landscape) flyer, under 1MB in size, as a .jpeg or png to OUscreens@osu.edu. Templates to build your own flyer are available for download:

PDF: <https://osu.box.com/v/DigitalSignageTemplatepdf>

PPT: <https://osu.box.com/v/DigitalSignageTemplateppt>

Event Calendar

2 week notice required

Our team will add any registered student organization or university department event to the Ohio Union and Student Life calendars. To add an event to the calendars, email csls@osu.edu with the info below for consideration.

Event Title
Date
Start Time
End Time
Place
Event Description
Contact Name (if applicable)
Contact Phone or Email
Website (if applicable)
Admission (if applicable)
Attendees (is this open to students and/or faculty/staff, general public)

Social Media Marketing

1 week notice required

You can request to have your event or campaign marketed through the Student Life social media accounts (Facebook, Instagram and/or Twitter as appropriate) by emailing dellas.1@osu.edu. In your email, please provide event info (including dates, times, locations), hashtags and/or social media accounts that should be tagged.

NOTE: Any social media graphics requests must be submitted through the marketing request form four weeks in advance.

