

Promoting Student Club Events Online

OSUIT Web Calendar

1. Submit event or event series at osuit.edu/calendar/submit. All events have to be approved before they show up on the calendar or OSUIT homepage.
2. Choose "Create Recurring Event" if this is an event series.
3. Choose the "Student Life" category, this will ensure your event shows up on the Campus Life webpage.
4. Search for the location before submitting a new location.
5. Leave a Message for Administrator if you need a Facebook Event set up.
6. If you need to edit or update an event after you submit it, please contact Briana Johnson at briana.n.johnson@okstate.edu.

Facebook Events

1. Cross promote your events. OSUIT has 10,000+ followers and OSUIT Student Life has 1,100+ followers.
2. If you have a Facebook Page for your group, list @OSUIT & @OSUITStudentLife as co-hosts.
3. If you don't have a Facebook Page for your group, leave a Message for Administrator in the Web Calendar submission if you want your event set up on the OSUIT & OSUIT Student Life Facebook pages.
4. Facebook Events require a 6.5in wide by 3.5in tall (1920px wide by 1080px tall) Event Cover photo. **Please don't steal images from Google. This is a copyright violation.**
 - a. Royalty Free Photos: <https://pixabay.com/>
 - b. Free Graphic Design tool: <https://www.canva.com/>

OSUIT Digital Signs

1. Digital signs can utilize the same 6.5in wide by 3.5in tall (1920px wide by 1080px tall) Facebook Event Cover photo. **Please don't steal images from Google. This is a copyright violation.**
2. Submit a Digital Sign Request form: <https://osuit.edu/communications/digital-sign-request.php>
3. We may not have the bandwidth to fulfill every request. We will prioritize requests based on our availability, advance notice and audience size.

Digital Signs & Facebook Event Cover photos do not have to utilize the OSUIT brand colors, but if you choose to use our OSU orange or greys, please ensure they are the following hex codes:

Orange - #fe5c00

Light Grey - #d9d9d9

Dark Grey - #757575

Contact for Questions

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