3. How Do I Plan an Arts Event?

Planning an arts event can be one of the most rewarding – and challenging – experiences you will have as a student at Emory. The reward of seeing your hard work pay off in a well-organized production or event is special, and you will learn more about yourself and your capabilities than you ever dreamed possible. In this section, you will find everything you need to know to organize and plan a successful event (from Broadway musicals to small, intimate galleries), including scheduling, funding, promotion, and preparation. Don’t hesitate to contact Emma Yarbrough or Andrea Lentz if you have any questions or concerns, and good luck!

iii. How do I publicize my event?
Publicity is very important – almost as important as the event itself! Here you will find some suggestions and procedures for getting the word out about your event. If you find yourself stumped, or need some help, don’t hesitate to contact Nicholas Surbey and schedule a meeting with him.

Learnlink
Email flyers for your event to Emory Announcements and the Emory Arts conference. This conference is located in the Public Conferences LL conference.

Indoor DUC Banners
Also known as those banners hanging over the balcony and around the spiral staircase in the DUC. Contact Dobbs University Center Meeting Services for more information.

Outdoor Banners
- Banners can be one of the most effective ways of publicizing your event; however, some restrictions apply.
- Banners to be put up must advertise University-wide programming. No personal campaign posters will be allowed. Examples of University-wide programming are Dooley's Week events, Heritage Homecoming events, etc.
- Banners are to be professionally made of vinyl with grommets at each of the four corners. Maximum size may be 3 feet deep by 6 feet long.
- Banners are not to be hung from trees.
- The banner may remain up for a maximum for seven days.
• Sometimes during the academic calendar, no permission will be given to student organizations for hanging banners. Some examples: Orientation, Commencement, Family Weekend, and Emory Weekend. If banners are hung during those (and possibly other) times, they will be hung through the proper University department.

• Space must be requested to place a banner on campus. To request a space, go to www.emory.edu/DUC/duc Ms/reservation_forms.htm and fill out the necessary form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

• Banners to be hung inside Coca-Cola Commons do not have to be professionally made; however, you must still reserve space for them.

Posters
• May be put up on kiosks and common bulletin board space around campus. Make sure you check with departments before you use their space.
• Make sure to advertise your event in creative, thoughtful areas that are not limited to other arts students.

Chalking
• Chalking around campus is a great way to advertise your event! However, some restrictions apply:
• Chalking is allowed on ground surfaces only. No chalking will be allowed on vertical surfaces such as walls or exterior pillars. Chalk must be washable. It may remain for 48 hours, after which another group may be allowed to chalk.
• To request permission to Chalk, go to www.emory.edu/DUC/duc Ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Balloons
• Balloons may be suspended from the banisters of the staircases leading to the Dining Terraces. Balloons are to be secured with ribbon or string - no
tape, please. They are to be removed by the group at the end of the day for which they are scheduled.

- To request space for balloons, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it in person (DUC room 230) or via fax (404.727.0277)

Table Tents
- Table tents may be placed on the 44 tables on the Commons level (for reservations in the DUC Food Court, speak to the Food Service Manager there) and may remain on the table for 3 consecutive days. Only two table tents by different groups are allowed on each table at any given time.
- To request space for table tents, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Display Grids
- Grids must be reserved in advance. May be used in Commons area only.
- To request grid space, go to www.emory.edu/DUC/duc_ms/reservation_forms.htm and fill out the form. Submit it to them in person (DUC room 230) or via fax (404.727.0277)

Arts at Emory Website
Add an event to the Arts at Emory website by going to the website "www.arts.emory.edu/events" and clicking on the "request to post an event" link on the top of the screen.

Facebook
Create a Facebook event for your event and invite all of your friends. If your student group has a Facebook Page, be sure to create the event through the Facebook page.
Arts at Emory Campus Poster hanging guide

NOTE: Permissions stated below may only apply to official Arts at Emory department and program flyers and posters.

Email Nicholas Surbey at artsintern@learnlink.emory.edu with any questions or updates to this document.

Locations listed below are followed by suggested quantity based on suggestions by our contacts and number of posting areas in each facility.

Poster Hanging Guide – On-campus locations

1462 Clifton Road - 5
Posting is permitted on community bulletin boards only. No approval is necessary.

Administration building – 2
Nancy Bossert: nbosser@emory.edu
There are bulletin boards in the break rooms on all four floors where flyers and posters may be displayed. No approval is necessary.

Anthropology building – 1
Erica Schulz-Durren: eschul2@emory.edu
The Anthropology Department asks that flyers be dropped off at the front desk of the main office (Anthropology 207). There is only one community bulletin board, so typically only one flyer is accepted.

**Atwood Chemistry Center – 3**

*Deirdre Russell: dwruss2@emory.edu*

Posting is permitted on community bulletin boards only. No approval is necessary.

**B. Jones Center**

Posting is not permitted in or around the B. Jones Center.

**Bowden Hall - 5**

*Becky Herring: bherrin@learnlink.emory.edu*

In Bowden Hall, do not post flyers on the quad-entrance doors (glass). Flyers put there will be removed.

There are bulletin boards on the 1st, 2nd & 3rd floors of Bowden. The bulletin boards on the 1st floor, 3rd floor & (some) on the 2nd floor are okay for posting outside-department flyers. Do NOT post flyers on the bulletin board outside 221 Bowden with sign advising: "History Sponsored Events Only Posted Here". No approval is necessary.

In the Philosophy Dept. of Bowden Hall there are four boards, but only one board for general flyers. Staples may not be used on any of these boards. No approval is necessary.
Brooks Commons – 2
Posting is permitted on bulletin boards only. No approval is necessary.

Burlington Road Building – 2
Annie Carey: acarey@emory.edu
Posting is permitted on bulletin boards only. No approval is necessary.

Callaway Hall - 3
Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.

Candler Library - 2
Posting is permitted on bulletin boards only. No approval is necessary.

Cannon Chapel
Posting is not permitted in or around the chapel; however, there are community boards for posting in Brooks Commons between Pitts Theology Library and Cannon Chapel.

Cherry Logan Emerson Hall - 3
Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.
Clairmont Campus - 5

_Hasina Gran: hgran@learnlink.emory.edu_

If you wish to hang signs in or around the residence halls on Clairmont Campus, please come to the Community Office to have your flyer approved. If your flyer is approved, it will be marked with a stamp. Flyers and posters can currently be displayed on the kiosks outside the buildings and in designated areas inside the buildings. Any flyers and posters in undesignated areas such as walls, doors, and windows will be removed.

Cox Hall Computer Lab - 2

Posting is permitted on community bulletin boards only. No approval is necessary.

Zaya (The Depot)

Posting is not permitted in or around Zaya’s.

DUC - 3

_Andrea Lentz: alentz2@emory.edu_

Flyers and posters in and around the Dobbs Center are to be hung on Bulletin boards only. The DUC does not allow any posting to windows, doors, walls, or other building surfaces. Posting is to be done on bulletin boards by tape, tack, or staple, only. No approval is necessary.
Emory Clinic

Larry Ingram: larry.ingram@emoryhealthcare.org

All postings in common areas should go to the Office of Facilities Management and Safety, TEC Building A #1503C. Usually anything associated with EHC or SOM is "automatic." Since the Clinic is patient-focused, posting is restricted to those subjects that are of interest to them.

Emory Hospital

David Pugh: david.pugh@emoryhealthcare.org

Message left with David Pugh, will wait for new guidelines.

Goizueta Business School - 3

Posting is permitted on bulletin boards only. No approval is necessary.

Graduate School of Arts & Sciences - 1

Sherice Allen-Henry: sahenry@emory.edu

The Graduate School requires that all posters be approved internally before they are displayed on the bulletin board. Please send flyers that you would like hung to sahenry@emory.edu, and upon review and approval, they will be publicized.

Kiosks - 8

Any flyer that can be considered an “Emory communication” – i.e. anything that isn’t a solicitation – can be hung on the campus kiosks. Flyers are removed
Mondays at 9 p.m., so the best time to hang a flyer is the Tuesday before the event. No approval is necessary.

**Law School - 2**

*Deb Floyd: dfloyd@fc.law.emory.edu*

All posters and flyers must be approved by Deb Floyd (Gambrell 145), Katherine Brokaw (Gambrell 111) or Melanie Still (Gambrell 110). Each can put the stamp of approval on the posters and direct people to the designated bulletin boards.

**Math & Science Center - 2**

Flyers may be posted on the bulletin boards behind the computers on level 3 (street entrance level). No approval is necessary.

**Michael C. Carlos Hall**

Posting is not permitted in or around Carlos Hall or Museum.

**North Decatur Building - 2**

Posting is permitted on bulletin boards only. No approval is necessary.

**Nursing School - 1**

Bring poster to the Office of Admissions in Student Services located on the Plaza Level, room P10, give it to the person at front desk, and he/she will post for you upon approval.
Parking decks

Posters must be approved at the Parking Office at 1701 Lowergate Drive. Locations where posters can be hung will be decided upon approval.

Pitts Theology Library

Posting is not permitted in or around the library; however, there are community boards for posting in Brooks Commons between the library and Cannon Chapel.

Psychology Building - 2

*Lorenza Houser: lhouser@emory.edu*

Flyers must be approved by Lorenza Houser in the Psychology Department Office (room 202).

Residence halls - 1

*Kayla Hamilton: khamil2@learnlink.emory.edu*

1. For flyers on Learnlink, you can send information to Kayla Hamilton or Nakia Anthony, Administrative Assistant and they will be posted on the Residence Hall conferences.

2. For flyers you would like posted in the halls, bring a single copy of the flyer or poster to the Residence Life Office in Alabama Hall, and Nakia Anthony can stamp the flyer/poster and distribute them to RAs to be posted on the halls.

3. Residence Life does not allow flyers/posters to be put on front doors, or randomly through the halls. To be approved they should go through the process in step number 2.
Rich Building - 3

Hunter Hanger: hhanger@emory.edu

At the Rich, posters can be displayed on the bulletin boards and in the sliding glass boards on the first floor. No approval is necessary for these boards.

On the second floor (Theater), however, there are specific bulletin boards for certain events – there are signs to designate what can be hung on which boards.

Rollins School of Public Health

Kara Brown Robinson: klbrow2@emory.edu

There are public bulletin boards throughout the building and in the elevators. No approval is necessary.

SAAC - 2

The SAAC has a posting policy that is different from that of the Clairmont Campus residence halls. Go to the SAAC Information Desk to get signs approved to be posted there.

School of Medicine Building

Hailey Dong: hdong2@emory.edu

The flyer should be sent electronically in a powerpoint slide to Hailey Dong and she will upload the flyer to the television screens posted throughout the building. No physical flyers should be posted in the building.

Schwartz Center
Bob McKay: rhmckay@emory.edu

Posters may be hung on public bulletin boards located throughout the building, and on doors inside the building. Posters may not be hung on glass or on the walls. No approval necessary.

Tarbutton Hall - 3

Posting is permitted on community bulletin boards only; these are distinguishable from department boards, which are clearly labeled at the top. No approval is necessary.

Visual Arts Building - 3

Helen Chuang: hchuan2@emory.edu

Do not hang on glass doors. There are two large bulletin boards on which posters and flyers can be hung. Also flyers and posters can be hung on classroom doors and inside some of the classrooms. Those wishing to hang posters in the classrooms must ask Helen Chuang at the front desk for access.

White Hall - 4

Posting is permitted on bulletin boards only. Flyers should not be hung on doors and walls (although this guideline is not strictly enforced by the building management). No approval is necessary.

WoodPEC - 2

Myra Sims: msims@emory.edu.
Posters need to be approved by Myra Sims in room 208 of the WoodPEC. They may only be hung on the bulletin boards. Signs may not be taped on glass or painted surfaces.

**Woodruff Health Sciences Center Administration Building - 2**

*Gary Teal: gteal@emory.edu*

In the Woodruff Health Sciences Center Administration Building (WHSCAB), there are two designated bulletin board where posters and flyers are to be displayed. No approval is necessary.

**Woodruff Library - 1**

The administration desk on the third floor must approve flyers and will designate where they may be hung.

**Yerkes Center - 5**

Any materials to be hung at the Yerkes Center should be sent to the Yerkes Public Affairs Office, which will approve and distribute flyers at its discretion. There are seven bulletin boards at the Yerkes Center.

**Poster Hanging Guide – Off-campus locations**

**Starbucks - 1**

There is a community notice cork board in the back near the restrooms. Receive permission from an employee behind the counter before posting
**Rise-n-Dine - 1**

There is a ledge in the front window for brochures and clips hanging from a wire for flyers. Receive permission from an employee before posting.

**Dave’s Cosmic Subs - 1**

There are flyers taped to the right-hand side of the front window. Receive permission from an employee before posting.