

NEED SOMETHING?

To submit a marketing and communication request visit charlestonsouthern.edu/marcommrequest To view the status of your request visit csuniv.edu/requeststatus

WEBSITE ([CHARLESTONSOUTHERN.EDU](http://charlestonsouthern.edu))

Website Edit, New Page, or Directory Update

- Submit a MarComm Request
A minimum 2-week notice is required.

MyCSU

- Submit an IT Work Order - support.csuniv.edu

Cashnet / Payment Setup

- Contact the business office jwelch@csuniv.edu

EMAIL

Campuswide Announcements

- To All Employees: bucmessage@csuniv.edu
- To Students: ldiel@csuniv.edu
- To Faculty Only: mwood@csuniv.edu

BUC Nation App

- Email ldiel@csuniv.edu

Email Newsletters

- Submit a MarComm Request

MULTIMEDIA

Marketing Portal

- csuniv.canto.com/v/Marketing

Photo/Video Database

- csuniv.canto.com/v/PhotoVideo

Photography Services / Check-out a Camera

- Submit a MarComm Request
A minimum 2-week notice is required.

Video Services

- **Promotional/Marketing Purposes:** Submit a MarComm Request
- **Academic/Classroom Purposes:** contact bmcglothlin@csuniv.edu

One Button Studio

- Email bmcglothlin@csuniv.edu to reserve

CSU has limited photography and video resources. Your request will be reviewed and responded to according to priority and availability. A minimum 4-week notice is required.

PowerPoint Presentations

Visit csuniv.canto.com/v/marketing to download official templates

- For approval for public promotional use, submit a MarComm Request

GRAPHICS

Logos

- Visit csuniv.canto.com/v/Marketing to download official logos in all formats

Departmental and College Sublogos

- Submit a MarComm Request

All Other Graphic Design Services

- Submit a MarComm Request
A minimum 4-week notice and an open PO is required.

PRINTING

Business Cards, Stationery & Name Badges

- Visit the Knight Printing VMD (aka online store) at marcomcentral.app.pti.com/knightpress/csu
- **For new users,** email VMD@dayorknight.com to create a VMD login/password

A PO Number must be generated prior to placing VMD orders.

Plaques, Awards, Etc.

- ABC Trophies - sales@abctrophies.com

All Other Printing (Signs, Posters, T-shirts, Etc.)

- Submit a MarComm Request
A minimum 4-week notice and an open PO is required.

EVENT PROMOTION & PR

Social Media (Facebook, Twitter, Instagram)

- To submit information to be posted, submit a MarComm Request
- For **graphic creation**, Submit a MarComm Request
A minimum 4-week notice is required.

Buc News Network Ads (aka Campus TVs)

- Submit ads as jpg, or png at 1920x1080px with a MarComm Request, and suggested run time.
- You may also request an ad be created with a MarComm Request. Please provide any info needed. A minimum 1-week notice

Printed Flyers/Posters

- Submit a MarComm Request
A minimum 4-week notice is required.

Public Relations, Stories, Media Alerts & Press Releases

- Submit a MarComm Request
At least 2 weeks in advance.