Policies & Procedures

**Valdosta State University
Campus Recreation
Marketing**

*The SRC Marketing team is happy to help you with your advertising needs.
Please follow the listed policies and procedures when making requests.*

Publicity Request Policies

- Requests must be submitted at least **four** weeks prior to an event to allow for **two** weeks of advertising.
- Proofs will be emailed to the individual making the request and any other party specified.
- For any revisions, specifically extensive changes, please allow at least **two** business days for completion.
- Materials will be posted **two** weeks before an event for effective advertising.
- Requests submitted short of four weeks prior to event **may not** receive full two weeks of advertising.

Publicity Request Procedure

Four Week Breakdown

Week 1 & Week 2 = Designing, editing, & proofing period
Week 3 & Week 4 = Appropriate advertising period

Photography Policies & Procedures

- Request must be submitted one to two weeks in advance
- Photos will be made available within the following week of the event
- Location of the photos on the V:/ Drive will be emailed to the individual that made the request. (Unless other specifications are given)
- For ongoing events please specify if photos are need by a certain date
- Limited availability to shoot ongoing events

Web Design Policies & Procedures

- Requests must be made **one** week in advance
- Please allow for at least **two** to **three** business days for completion
- Links to modified web pages will be emailed to individual that made the request for approval