

The Loopy Calendar Policies and Submission Guidelines

Purpose of Loopy:

Loopy is available to promote on-campus events and programs by SPU depts. and clubs for the good of the greater community of undergraduate students. Loopy is a service provided by the Office of Student Programs (www.spu.edu/depts/studentprograms).

Who can submit to Loopy?

Loopy is only for SPU departmental and approved clubs to promote their on-campus programs and events for a large population of undergraduate students on our campus. We want to help you get the word out about your events!

We won't accept events that are only specific to small groups of students, or from groups outside of SPU's recognized dept. and clubs.

Outside groups are welcome to take posters to Unicom in the Student Union building for approval to promote their events on SPU's campus. Approved posters may be hung in the Student Union Building, Weter and Gwinn on designated areas. Ask Unicom for the complete posting policy.

How do I submit to Loopy?

Email a Power Point slide with the following to the Loopy Editor (loopy-editor@spu.edu) by noon on Thursdays:

- Title of your event
- Date, time and location
- Dept. or club sponsoring the event, and a contact person, with their contact information
- A link to either your website, or a Facebook event page for more information

* Please make sure your slide is easy to read from a distance, has all the correct information, and is aesthetically pleasing.

Where will my submission show up?

Your event will go onto the monthly calendar featured in Loopy that is sent to all undergraduate students on Mondays. The Power Point slide will go on the TV monitors in the SUB and Weter and be uploaded onto the Loopy Facebook page (<https://www.facebook.com/StudentProgramsLOOPY>)

Events will be considered for "featured events" in Loopy on a first come, first served basis, pending there are not major all campus events that week (such as Homecoming, the Day of Common Learning etc).

Questions? Contact the Loopy Editor by email at: loopy-editor@spu.edu