USING THE CFAC COMMUNICATIONS PORTAL

**STEP 1**

**WHAT’S HAPPENING**
- AN EVENT (LECTURE, CONFERENCE, PERFORMANCE, WORKSHOP, OPEN HOUSE, ETC.)
- EXCITING THINGS ARE HAPPENING (PROJECTS, RESEARCH, AWARDS, EXPERIENTIAL LEARNING)

**WHAT YOU MIGHT NEED**
- CALENDAR ITEM, PHOTOS, DIGITAL SLIDES, NEWS COVERAGE (RELEASES OR FEATURES)
- WEBSITES, SOCIAL MEDIA, NEWS COVERAGE (CFAC AND UNIVERSITY COMMUNICATIONS)

**STEP 2**

**WHAT YOU MIGHT NEED**
- EVENT LISTED ON BYU/CFAC CALENDAR
- DIGITAL SLIDE POSTED
- BYU/COLLEGE PHOTOGRAPHY COVERAGE
- EVENT AND COLLEGE PUBLICITY
- NEWS COVERAGE
- WEBSITE DESIGN AND MANAGEMENT
- EXPERIENTIAL LEARNING STORY

**WHERE TO GET/ SUBMIT IT**
- CALENDAR SUBMISSION FORM
- DIGITAL SIGNAGE SUBMISSION FORM
- PHOTOGRAPHY REQUEST FORM
- SOCIAL MEDIA REQUEST FORM
- NEWS SUBMISSION FORM
- WEBSITE REQUEST FORM
- EXPERIENTIAL LEARNING SUBMISSION FORM

**PLEASE REMEMBER**

**TIMELINESS** We need time to work, so please let us know of events and requests as soon as you know. This will allow us to plan and serve you best.