

UWEC Housing Affiliated Student Organization Resource

As a service to Housing Organizations, we offer distribution of materials through the Think Tank. Below is the list of options as well as the number of copies needed for the distribution. The Think Tank can only make 100 copies (double sided) per original. Larger quantities of copies must be sent down to Duplicating Services. Dropping off the materials to the Think Tank (Towers 127) will ensure proper and timely distribution of all materials. All materials must have the approval of your organization advisor before distribution.

- 1 per Resident Assistant (130 copies) -1 per mailbox (1916 copies)
- Table Tents (210 copies at 2 copies per page)

Please contact Event Services (836-3882) for reservations dates. All dates must be on the Table Tent before distribution.

- Booths in Davies Center or Hilltop. Please contact Event Services (836-3882) for reservations dates.
- Veranda Signs

Please drop off all materials several days in advance of the date you intend for them to be distributed. Should you have any questions on how to create the above publications or forms of publicity, butcher blocks or logos please contact Maigan Wipfli, Student Programs Coordinator, at wipflim@uwec.edu or call 836-4438.

The Think Tank also employs graphic designers who can help your organization design publicity as well. Please stop into the Think Tank or call Maigan Wipfli for more information.

Please see the individual Hall Director if you are interested in hosting a booth in their lobby.

In order to conserve paper, we ask that you consider digital options of your publicity.

- For a local news release: Contact Judy Berthiaume, News Bureau director, at 836-4741 or berthija@uwec.edu, or stop in the News Bureau in Schofield Hall Room 201
- For the UWEC Calendar of events: contact Susan King in the News Bureau to obtain access to the calendar database and to receive instructions on posting your events. King can be reached at kingsa@uwec.edu or 836-4003.
- For an ad on TV-10, please email your information on one Power Point slide to tv10@uwec.edu.

The Think Tank can also be of assistance in putting your information on the Housing Calendar of Events.

- Please email Maigan Wipfli, Student Programs Coordinator at wipflim@uwec.edu with all of the information you wish to put on the Housing Calendar, or call 836-4438.