

UWEC Office Resources

As a service to other UWEC Offices, Housing and Residence Life offers distribution of materials through the Think Tank. Below is the list of options as well as the number of copies needed for the distribution. Dropping off the materials to the Think Tank (Towers 127) will ensure proper and timely distribution of all materials.

-1 per Resident Assistant (130 copies) -1 per mailbox (1916 copies)

Please drop off all materials several days in advance of the date you intend for them to be distributed.

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.