

Publicist Policies



Email Announcements

Every Wednesday, an email will be sent out to the student body at **1:30 pm** with announcements. If you would like something advertised in this email, please send it over to me by **11:00 Tuesday Morning**.

Chapel Slides

If you would like something posted on the rotating slideshow before chapel you can send to me at anytime! Just be sure to send it by **5 pm** the **business day before you want it displayed**. The format should be JPEG or PNG.

Send all requests to
julianne.knox@asbury.edu

Graphics

If you need a graphic or a poster made or reviewed for an event, please send it to me a **minimum of two weeks before the event**.

(I recommend three weeks to ensure your poster is up longer for more publicity)

Chapel Announcements

If you would like a verbal announcement in Chapel, you will need to send me your paragraph of **no more than three sentences** long by **1pm Friday**. In addition, send me any powerpoint slides you would like to be displayed during the announcement.

Disclaimer: There is no guarantee that your announcement will be given, as announcements are given on a first-come come first first-served basis.