

USING THE CFAC COMMUNICATIONS PORTAL

WHY FORMS?

Forms help us get it right. We handle a lot of projects, so please help us help you by filling out web forms thoroughly.

STEP 1

WHAT'S HAPPENING

AN EVENT
(LECTURE, CONFERENCE, PERFORMANCE, WORKSHOP, OPEN HOUSE, ETC.)



WHAT YOU MIGHT NEED

CALENDAR ITEM, PHOTOS, DIGITAL SLIDES, NEWS COVERAGE (RELEASES OR FEATURES)

EXCITING THINGS ARE HAPPENING
(PROJECTS, RESEARCH, AWARDS, EXPERIENTIAL LEARNING)



WEBSITES, SOCIAL MEDIA, NEWS COVERAGE (CFAC AND UNIVERSITY COMMUNICATIONS)

STEP 2

WHAT YOU MIGHT NEED



WHERE TO GET/SUBMIT IT

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

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.

<http://bit.ly/cfacportal>