

## PRINTING PUBLICITY MATERIALS

Student organizations have a number of options regarding printing flyers, brochures, and invitations etc.

**Photocopies, black and white:** Student organizations may use the photocopier in the Faculty Secretary's office, 532 Mosler Hall. Contact (name) to receive a department code. Cost: free

**Photocopies, color:** A color copier is available at Rentschler Library. Cost: \$0.25 per copy.

**Printed copies from electronic file, black and white/color:** Students may print black and white and color documents in the computer labs in Mosler Hall. Contact (name) to receive a pay-per-print card. Cost: \$0.07, black and white; \$0.25, color.

Student organizations may also access IT Communications' extensive print services in Oxford. Costs vary according to job.

### **Publicizing your Event or Organization on Miami Hamilton's Web Site**

There are two ways to publicize your organization's events on the Miami Hamilton site:

1. Add your event to the Web Event Calendar.
2. Send an email to the Campus Communications Officer. Your event may appear as a brief news story on the home page or as an event in the Around Campus section.