

**Campus Events Posting Policy:** All campus events, both internal and external, will be posted to the Augustana College Events Calendar. Campus events will no longer be promoted individually through email using Google Groups.

### Campus Events Posting Procedure

- Internal events will be posted to the Augustana College Events Calendar accessible from both the [Current Students](#) and [Faculty and Staff](#) webpages.
- External events, those open to the public/community will be posted to the [Events](#) page.
- Submissions must include all requested information: event name, sponsoring dept/org, date, time, location, audience, cost, registration process, brief description, website url, and contact name, email.
- All events may be tagged for specific pages as well, such as the home page, department or office pages, and on the Alumni page, etc.
- All events can be submitted through this link: [submit an event](#) or by emailing [events@augustana.edu](mailto:events@augustana.edu) and including all necessary information.
- Events submitted for promotion to any of the newsletter options will be directed to the Events Calendar
- Submissions of a non-college related nature such as classified (garage sales, houses for rent, etc.) will not be posted through newsletters or Google Groups. It is recommended to use [Facebook Marketplace](#), [Craig's List](#), and other local posting [platforms](#).

### What's the difference between an event and an announcement?

#### Events

- An event generally is something that happens at a set time and place, once or perhaps in a series: meetings, lectures, performances, etc.
- Events appear on the internal calendar grid on both the [Current Students](#) and [Faculty and Staff](#) webpages, or if they are open to the public, also on our [Events](#) page.
- Virtual events will be posted; please include a link to participate, or instructions on how to get one.
- Once submitted, any change will need to be submitted via email to [events@augustana.edu](mailto:events@augustana.edu).

#### Announcements

Announcements can be many things:

- Notice to sign up in advance for an event or audition
- Opportunities to volunteer or participate in a project
- Invitation for getting involved with a group
- Recognition of an achievement
- Submit Announcements to: [announcements@augustana.edu](mailto:announcements@augustana.edu)
- Submit News to Share to: [sharenews@augustana.edu](mailto:sharenews@augustana.edu)

### Campus Events Posting Compliance

- Events submitted for promotion to any of the Google Groups or Newsletters will be directed to the proper Events Calendar