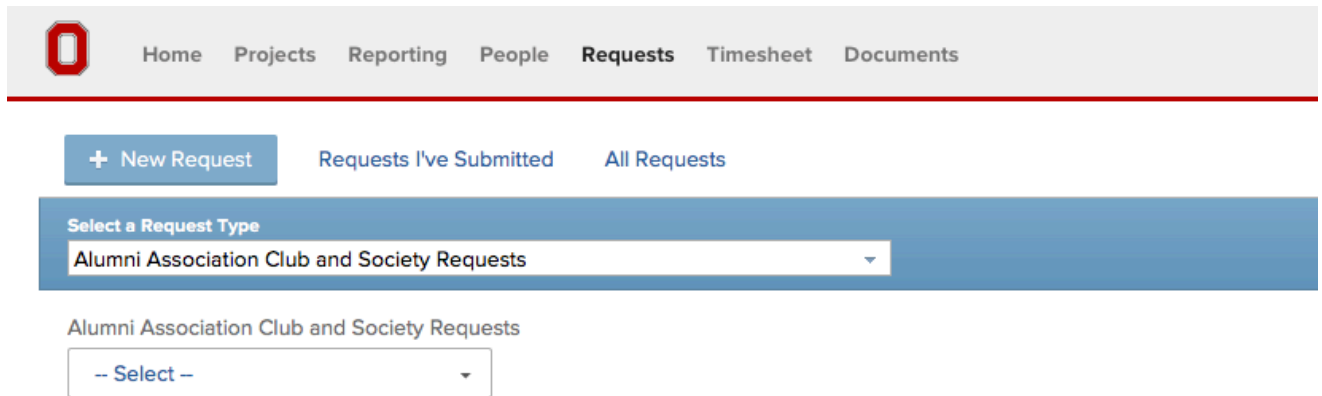Please follow these steps to request communications from the Alumni Association. For assistance, contact your OSUAA representative.

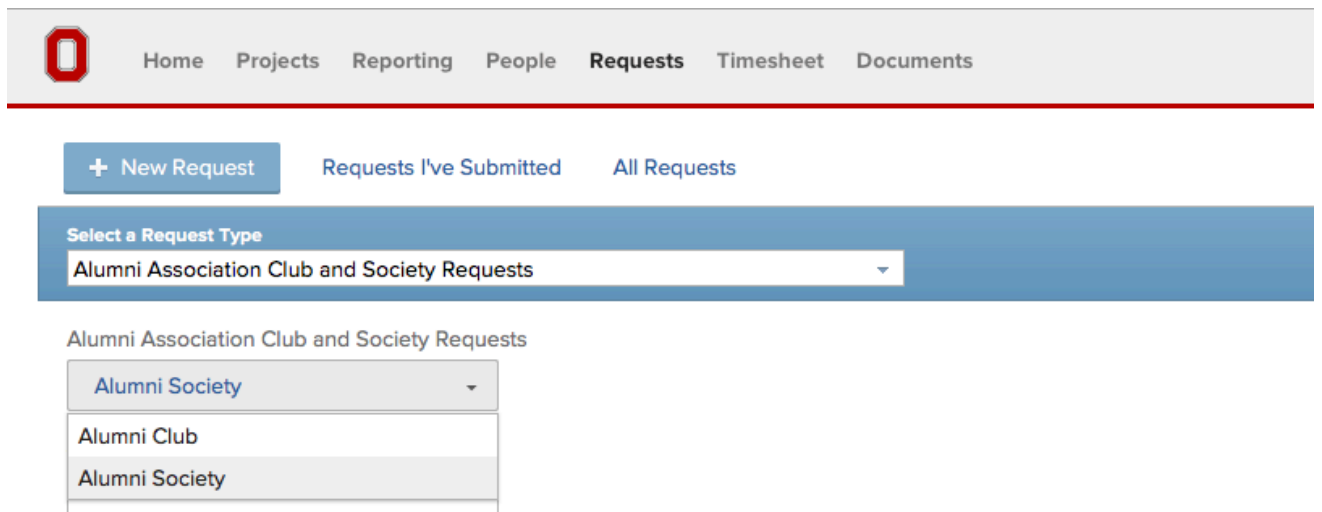Login here: go.osu.edu/grouprequests
Enter your society email and password

Select the **Alumni Association - Club and Society Requests** form

Note: ADV COMM and UM forms are for internal use only. If you submit a request through these forms we cannot guarantee a response.

Select Alumni Society

Then select request type from the dropdown

Alumni Society – Free Event

Select Alumni Society - Free Event for any communications related to a free event, including web updates.

Enter the subject: This is the name of your project

Enter description: Give a brief overview of your request

Add documents: This is where you'll upload Word documents, photo files, or PDFs to supplement your communication request. Drag the desired document into the box or click Add Documents to select the file from your computer

Audience: Specify who this email will go to (i.e. society members, alumni in a specific area, etc.)

Approver name and email: Please enter your name and preferred email here.

Society Liason: Please select the appropriate person. This will enable your liason to follow the progress of the request.

E**nter** all of the event details for your request in the boxes. Use the Other Event details box to give any additional information that doesn't fit one of the provided categories. Bolded fields are required.

Deliverables: Select your desired communications for this event. We will use the information provided in the event details form to complete the requests. If you would like to include additional content, please create a Word document and upload the content to the form or enter in the Other Event Details field. Please note delivery timing at the bottom of this form.

Alumni Society - Free Event (Copy)

Audience

Approver Name (?)

Approver Email (?)

Society Liaison

○ Craig Little ○ Nadine Holmes ○ Julie Fridley

Event Name

Event Description

Event Location Name and Address

Event cost

RSVP

Direct questions to (?)

Other Event Details (?)

Deliverables Requested

☐ Email ☐ Web Update ☐ Print

Email: Please allow 2 weeks for delivery.
Web Update: Please allow up to 72 hours for completion.
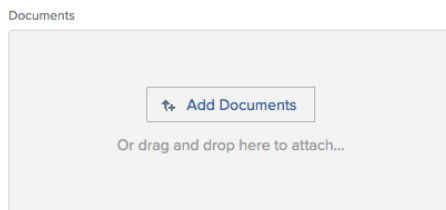Print: Please allow 6 weeks for delivery.

Alumni Society – Paid Event

Select Alumni Society - Paid Event for any communications related to a paid event, including web updates

Enter the subject: This is the name of your project

Enter description: Give a brief overview of your request

Add documents: This is where you'll upload Word documents, photo files, or PDFs to supplement your communication request. Drag the desired document into the box or click Add Documents to select the file from your computer

Documents

⬆ Add Documents

Or drag and drop here to attach...

Audience: Specify who this email will go to (i.e. society members, alumni in a specific area, etc.)

Approver name and email: Please enter your name and preferred email here.

Society Liason: Please select the appropriate person. This will enable your liason to follow the progress of the request.

E**nter** all of the event details for your request in the boxes. Use the Other Event details box to give any additional information that doesn't fit one of the provided categories. Bolded fields are required.

Deliverables: Select your desired communications for this event. We will use the information provided in the event details form to complete the requests. If you would like to include additional content, please create a Word document and upload the content to the form or enter in the Other Event Details field. Please note delivery timing at the bottom of this form.

Alumni Society Paid Event Communications (Copy)

Audience

Approver Name (?)

Approver Email (?)

Society Liaison

( ) Craig Little ( ) Nadine Holmes ( ) Julie Fridley

Event Name

Event Description

Event Location Name and Address

Event cost

RSVP

Direct questions to (?)

Other Event Details (?)

Deliverables Requested

☐ Email ☐ Web Update ☐ Print

Will OSUAA take registration

( ) Yes ( ) No

If you would like **OSUAA take registration,** select Yes, and fill in the following questions. An OSUAA engagement services representative will contact you about this request to set up the registration. Please allow 3 weeks from the submission date for the start of registration.

Will OSUAA take registration

⦿ Yes ◯ No

Registration Information

Desired Registration Start Date ⃝?

[📅]

Is this a multi-day or multi-session event? ⃝?

◯ Yes ◯ No

Total event capacity ⃝?

[   ]

Will walk-ins be accepted?

◯ Yes ◯ No

Are the event or any of the registration options limited to a specific audience? ⃝?

◯ Yes ◯ No

Is this similar to a past event that CSC took registrations for?

◯ Yes ◯ No

If yes, which event?

[   ]

A member of OSUAA Engagement Services will contact you about this request within two business days,

Alumni Society – Other: Select this option for any communications request not related to an event

Enter the subject: This will be the name of your project.

Enter description: Give a brief overview of your request

Add documents: This is where you'll upload Word documents, photo files, or PDFs to supplement your communication request. Drag the desired document into the box or click Add Documents to select the file from your computer
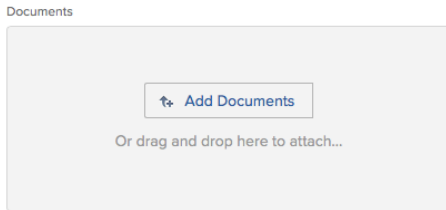
Audience: Specify who this communication is for (i.e. young alumni, all alumni in the area, CBSA, etc.).

Approver name and email: Please enter your name and preferred email here.

Society Liason: Please select the appropriate person. This will enable your liason to follow the progress of the request.

Email:

Enter Email Text in the space provided, include a subject. If you would prefer to upload a Word document, please just enter "see upload" and we will refer to any documents uploaded with the request for the content.

Desired send date: Enter the desired send date. We request 2 weeks notice for email sends.

Print:

Print piece: Please indicate if this is a free piece, enter the estimate and invoice approves name and email and select the desired delivery date (allowing six weeks from request date). You are able to enter content directly in the Postcard Content field or upload any additional content in a Word document to the Add documents box at the top of the page.

Additional Details - Print

Is this a free print piece? (?)

● Yes ○ No

Desired Delivery Date (?)

[📅]

Postcard Content

[   ]

Alumni Society – Web Update: Select this option for web updates not related to an event

New addition: Select New addition and enter the desired update in the box provided. Upload additional content to the Add documents box at the top of the page.

Update existing: Select Update existing, enter the link to the page to be updated and enter the desired update in the box provided. Upload additional content to the Add documents box at the top of the page.

Alumni Society Web Update (Copy)

Is this new or an update?
○ New Addition   ○ Update Existing

Link to page

[   ]

Desired Updates

[   ]

Please allow up to 72 hours from request date for completion.

What happens next?

Your OSUAA representative will review your request and will contact you if anything is missing. Once complete, the request will be submitted to the advancement communications team and they will work on a draft of the communication. When it is ready, they will send it to you for your review and approval.