

LEWIS-CLARK STATE COLLEGE

Student Activities

Warrior Entertainment
Board (WEB) Handbook

STUDENT ACTIVITIES

Warrior Entertainment Board Handbook

Lewis-Clark State College
Student Activities
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I. DEFINITION OF WARRIOR ENTERTAINMENT BOARD (WEB)

The Warrior Entertainment Board (WEB) is a student ran program that is administered through the Student Activity Department. The WEB is responsible for programming and organizing concerts, comedians, lectures, movies, special events and numerous other programs for LCSC students, our campus community, and the Lewiston community. The WEB is comprised of six paid student positions, students registered for SD 108, volunteer team members, and the Student Activities Coordinator. The WEB Executive members (paid positions) include:

- Chairperson
- Office Manager
- Program Lead, Music
- Program Lead, Comedy/Lecture,
- Program Lead, Films, Special Events, and Cultural Events
- Event Technical Coordinator

The WEB may create committees within the Board structure for special projects, events, etc. These committees will also have reports at the weekly WEB Meetings.

WEB teams are comprised of the Program Lead and at least two additional team members. Teams should evaluate student interests, select, implement, promote, and evaluate programs under the direction of the Program Lead.

All paid WEB Members and students in SD 108 have voting rights.

- In the event of a tie, the Student Activities Coordinator shall be the deciding vote.
- Notification of absence, tardiness or early departure is required 24 hours in advance.

II. MEMBERSHIP AND EXPECTATIONS

Each of the three programming areas is comprised of the Program Lead and a minimum of two additional members. Team members are responsible to their respective Program Leads and must fulfill qualifications and responsibilities.

All member s will attend the weekly WEB Meetings. In addition, all Program Teams will hold weekly meetings, although the Program Lead reserves the right to cancel team meetings when deemed necessary. The Program Lead may also call emergency team meetings when necessary. The minutes of each meeting will be made available for the WEB Chairperson, Student Activities Coordinator, and for display in the Programming Office. Attendance policies are left up to the discretion of the Program Leads.

Emergency business that requires a decision before the next scheduled team meeting may be acted upon by the WEB Chairperson and/or Student Activities Coordinator. These decisions may be reviewed at the next scheduled team meeting.

III. GENERAL RESPONSIBILITIES OF ALL WEB MEMBERS

1. Attend weekly WEB Meetings (about one to two hours).
2. Maintain two (2) WEB office hours per week, and attend the weekly WEB Meeting each week.
 - a. Board members receiving a stipend, must maintain eight (8) WEB hours per week,

four (4) of which must be scheduled office hours.

3. Be aware of and utilize other campus and community resources – College Communication/Media Relations, Student Union, Food Service, and other pertinent offices to secure production of events.
4. Become acquainted with and abide by the Policies and Procedures of the WEB, Student Union, and Lewis-Clark State College.
5. Attend all WEB training sessions, retreats, and other workshops deemed necessary by the WEB Chairperson. This includes attendance at the annual spring NACA or ACUI Conference when funds are available
6. When provided the opportunity to attend regional conferences and meetings as a representative of WEB, attend all sessions and workshops.
7. Serve as a resource to other leads, departments and organizations as an expert in your programming or administrative area.
8. Provide a quality transition period for the successor of your position.
9. Provide a weekly report of the given area at the WEB meetings.
10. Provide a weekly report of team meetings to the WEB Chairperson.
11. Serve on special committees created by the WEB for special projects, events, etc.
12. Serve as a voting member to the WEB.
 - All WEB Executive Members and students in SD 107 have voting rights.
 - In the event of a tie, the Student Activities Coordinator shall be the deciding vote.

IV. WEB TEAMS

A. Membership

Team members are the largest group of people in the WEB. Each of the three programming areas as well as the office manager and event technical areas includes a team. Team members are responsible to their respective program leads and must fulfill the following qualifications and responsibilities.

B. Qualifications

1. Must be a student in good standing at Lewis-Clark State College.
2. Must have and maintain a minimum GPA of 2.00.
3. Must be willing to contribute as much time as needed to carry out the responsibilities of the position.
4. Good communication and organizational skills, as well as programming and leadership skills are helpful.

C. Expectations and Responsibilities

1. Attendance at team meetings.
2. Attendance at WEB meetings is required.
 - a. Volunteers are welcome to attend but not required.
3. Assist the Program Lead in the development and execution of his or her responsibilities.
4. Assist in the planning and implementation of programs.
5. Become acquainted with and utilize the Policies and Procedures of the WEB and the Student Activities Office.
6. Maintain a degree of professionalism in dealing with all aspects of

programming and while attending events.

7. Maintain awareness of campus organizations' activities to avoid overlapping of events.
8. Inform the Program Lead immediately should a problem arise with the area.
9. Contribute to an effective team atmosphere.
10. Accept opportunities extended by WEB and the Student Activities Office.

Program teams are comprised of the Program Lead and at least two additional team members. The teams should evaluate student interests, select, implement, and evaluate programs under the direction of the Program Lead.

D. Meetings

All Program Teams will hold weekly meetings, although the Program Lead reserves the right to cancel team meetings when deemed necessary. The Program Lead may also call emergency team meetings when necessary. The minutes of each meeting will be made available for the WEB Chairperson, Student Activities Coordinator, and for display in the Programming Office. Attendance policies are left up to the discretion of the Program Leads.

Emergency business that requires a decision before the next scheduled team meeting may be acted upon by the WEB Chairperson and/or Student Activities Coordinator. These decisions may be reviewed at the next scheduled team meeting.

V. WEB POLICIES AND PROCEDURES

A. PERSONNEL

Student Programming Executive Board Employment:

The 6 paid WEB members include the following positions:

- Chairperson
- Office Manager
- Program Lead, Music
- Program Lead, Comedy/Lecture,
- Program Lead, Films, Special Events, and Cultural Events
- Technical Coordinator

1. Qualifications:

All WEB employees are members of the WEB. WEB employees must meet the following:

1. Must be a student in good standing at Lewis-Clark State College.
2. Must carry a minimum of six (6) credits per semester at LCSC.
3. Must have and maintain a minimum GPA of 2.00.
4. Must be willing to contribute as much time as needed to carry out the responsibilities of the position.
5. Good communication and organizational skills, as well as programming and leadership skills are helpful.
6. Must have the desire to develop quality programming for the LCSC student body.

2. Responsibilities:

WEB employees must also comply with general responsibilities listed earlier.

All WEB Executive Members will have a report at each meeting. These reports will consist of important information that concerns the entire board.

The WEB Executive Board may create special committees for special projects, events, etc. These committees will also have reports at WEB Meetings.

All WEB Members and students registered in SD 107 have voting rights.

3. Absences:

A written excuse must be submitted to the WEB Chairperson at least 24 hours prior to any absence, tardiness, or early departure. Emergencies will be handled at the discretion of the WEB Chairperson or the Student Activities Coordinator.

Executive Board members are responsible for sending a replacement as a voting representative in their absence. Leave of absence for more than ten (10) days must be approved by a 2/3 vote of the Executive Board. Any written excuse rejected by the WEB Chairperson will be treated as an unexcused absence. An accumulation of more than two (2) unexcused absences will be acted upon by the Student Activities Coordinator and WEB Chairperson.

4. Logistics:

All members, with the exception of the WEB Chairperson, report to both the Student Activities Coordinator and WEB Chairperson. The WEB Chairperson reports directly to the Student Activities Coordinator.

(Specific job descriptions and responsibilities for each WEB member are located at the end of this Policies and Procedures Manual).

All WEB positions are held for two consecutive semesters, or a year.

Consecutive years on the WEB are possible through re-application.

5. Grounds For Termination:

Termination of a WEB Chairperson may be determined by the following factors:

1. That which is deemed unethical by the National Association for Campus Activities Statement of Business Ethics and Standards.
2. That which is determined by the WEB as detrimental to WEB, Student Activities, the Student Union, and/or LCSC.
3. Failure to carry out the duties of his/her position.
4. Failure to maintain a GPA of 2.00 or failure to carry six (6) credits.

The process of termination of a WEB paid Member will include: a three step process of oral warning, written warning with counseling, and dismissal, if corrective action does not occur.

6. Meetings:

The WEB Chairperson may call emergency meetings of the Executive Board whenever deemed necessary.

The WEB will meet every Monday at 3:30 p.m. during the fall and spring semesters with the Student Activities Coordinator serving as the parliamentarian. Parliamentary procedure will be used during these meetings to help meetings run as smoothly as possible. The following is a list of commonly used parliamentary procedures in The WEB Executive Board meetings. Use of *parli pro*, however, is not limited to this list.

1. A speakers list will start when more than one person has their hand raised. The list will be followed in that order.
2. A main motion must be made and seconded. It is debatable and can be amended.
3. An amendment must also be seconded. This too is debatable and can be amended.
4. A call to question must be seconded. This means we will vote to vote on the main motion.
5. An objection shows that you object to a motion to vote.
6. An objection can be responded to by a justification. A justification asks for a reason for an objection.
7. Approval of minutes and adjournment require a motion and a second.

7. WEB Guidelines:

The Student Programming Executive Board will be made aware of all WEB programs. WEB areas may and are encouraged to cosponsor programs within the organization, or with outside groups. The co-sponsorship form must be reviewed and approved by a 2/3 vote of the WEB.

8. Students Programming Board Hiring Process

Dates, guidelines, and details of the selection process shall be determined by the Student Activities Coordinator. The hiring process consists of:

- a. Written applications are submitted to the Student Activities Coordinator.
- b. An Application Selection Committee (Student Activities Coordinator, WEB Chairperson, ASLCSC President and Senate

Majority Leader) will then choose the applicants to be interviewed.

c. Selected applicants will be interviewed and selections made by the Application Selection Committee.

d. Applicants will be notified of results and additional interviews will be held if necessary.

If and when a vacancy occurs in any position on the WEB, a selection will be held. Temporary appointments, not lasting more than one semester may be made by the Student Activities Coordinator and WEB Chairperson. All temporary appointments must be confirmed by simple majority vote of the Student Programming Executive Board.

9. Stipends and Pay Procedures

Stipends are available for the Chairperson and program lead positions on the WEB. This payment will be disbursed per semester (Fall and Spring) as listed below.

- Chairperson, \$250
- Office Manager, \$175
- Program Lead, Music, \$175
- Program Lead, Comedy/Lecture, \$175
- Program Lead, Films, Special Events, and Cultural Events, \$175
- Technical Coordinator , \$150

All students hired to program lead positions must follow all procedures regarding student employees on the Lewis-Clark State College campus. All paper work dealing with WEB employees will be submitted to the Student Activities Secretary and payment will be made once a semester.

JOB DESCRIPTION

WEB

Chairperson

ACCOUNTABILITY

The WEB Chairperson is responsible to the Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The WEB Chairperson is an individual who understands the team concept. The WEB Chairperson supports the programming leads and team members. A working knowledge of programming, professionalism, confidence, problem solving and leadership are just some of the qualities needed to fill this position. This individual will oversee the internal aspects of the organization as well as serve as a representative to other organizations. The WEB Chairperson will also be the "home base" for the WEB in the summer.

Responsibilities of the WEB Chairperson:

Specific Responsibilities for WEB Chairperson (Summer):

1. Review and relay all important information to the WEB members at their summer addresses through a monthly mailing.
2. Serve as an in-house contact for WEB personnel during the summer months.
3. Maintain a Fall Activities Calendar and recruiting flyer to give to the freshman during orientation.
4. Order the needed office supplies for the upcoming year.

Specific Responsibilities for WEB Chairperson (Fall/Spring):

1. Chair weekly WEB Meetings.
2. Consult weekly with the Student Activities Coordinator.
3. Serve as the representative on the Student Union Building (SUB) Board, Student Performing Arts Board, and Communications Board.
4. Regulate internal affairs of WEB.
5. Understand and abide by the WEB policies and procedures and in all cases enforce these documents.
6. Serve as the supervisor and resource to all WEB Members.
7. Maintain a good rapport with the Student Activities Coordinator and all other Student Union Building Staff and external organizations.
8. Represent WEB before external organizations, or designate other board members.
9. Call meetings with WEB Members as deemed necessary.
10. Reserve rooms for following academic year for all programming areas.
11. Maintain a current listing of the WEB membership, Team members, and provide this information to all Student Union Building Staff.
12. Conduct periodic one-on-one's with individual leads.
13. Must be available to conduct emergency business during the term of office, to include the Summer months.
14. Serve as Parliamentarian of the WEB meetings.
15. Plan workshops, retreats, and other training meetings with the assistance of the Student Activities Coordinator and Student Activities Administrative Assistant to be held throughout the year.

16. Assist the Student Activities Coordinator, Student Activities Administrative Assistant, and Office Manager with the development of the budget for the following fiscal year.
17. Maintain an accurate filing system within the area.
18. Shall assume the duties of any position if vacated should this occur, until said vacancy can be filled.
19. Develop a campaign for the recruitment of WEB members during selections. Organize and coordinate applications, interview selection committee, and the entire interview process.
20. Ensure that all events and programs have been adequately publicized and promoted.
21. Ensure the cleanliness and organization of the office is maintained.
22. Fulfill any other duties assigned by the Student Activities Coordinator.

JOB DESCRIPTION

WEB

WEB Office Manager

ACCOUNTABILITY

The Office Manager is responsible to the WEB Chairperson and Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The Office Manager keeps the organization and office running smoothly.

The specific purpose of the position is to keep the finances and office efficient. The Office Manager serves the program Leads by assisting them with their budgets, assisting them with publicity, and maintaining a productive working environment.

General Responsibilities of the Office Manager:

1. Maintain an accurate filing system within the area.
2. Submit a written evaluation for the WEB budget to the WEB Chairperson and Student Activities Coordinator at the end of the academic year.

Specific responsibilities of the Office Manager:

1. Supervise all financial transactions.
2. Maintain accurate records of WEB accounts.
3. Maintain record of all WEB account balances.
4. Keep a record of office hours, payroll forms, and time cards for all members.
5. Familiarize WEB members with the correct methods and forms of spending.
6. Prepare weekly and monthly budget summaries of accounts to be distributed to all WEB members.
7. Meet with individual WEB members as often as necessary to keep them educated of the WEB budget.

8. The Office Manager, will serve as a representative of the WEB to the ASLCSC in regards to budgetary matters.

9. Work with the WEB Chairperson and program leads in preparing the annual budget for the next fiscal year.

10. Attend all WEB Administrative meetings deemed necessary by the WEB Chairperson.

11. Order and keep an accurate record of all office supplies in conjunction with the Student Activities Administrative Assistant.

12. Take minutes at the WEB meetings and distribute them to: executive board members, Student Union staff, Student Activities Administrative Assistant, and Student Activities Coordinator.

13. Ensure the WEB office remains clean and neat.

14. Assist Program Leads with the publicity of their events.

JOB DESCRIPTION

WEB

Lead, Comedy and Lecture

ACCOUNTABILITY

The Program Lead, Comedy and Lecture are responsible to the WEB Chairperson and Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The Program Lead, Comedy and Lecture area of the WEB provides a wide selection

of entertainment for the LCSC Community. The Program Lead, Comedy and Lecture is responsible for providing students with local, regional and national comedy acts, hypnotists, magicians, speakers, and other entertainment

General Responsibilities of the Program Lead, Comedy and Lecture:

1. Responsible to attend or appoint a qualified team member to attend every event sponsored by the WEB.

2. Maintain an accurate filing system within the area.

3. Develop and maintain a Comedy and Lecture Team and facilitate weekly team meetings.

4. Submit a written evaluation for the Comedy and Lecture area to the WEB Chairperson and Student Activities Coordinator at the end of the academic year.

Specific Responsibilities of the Program Lead, Comedy and Lecture

1. The Program Lead, Comedy and Lecture must be able to program comedy and lecture events for the LCSC campus and have a general understanding of programming.

2. In conjunction with the Student Activities Coordinator, negotiate contracts with professional agents and/or artists. No contracts will be valid without the signature of both the Student Activities Coordinator and the WEB Chairperson.

3. Responsible for assuring that all points of the contract and rider have been met for both parties.

4. Oversee the selection, implementation, and evaluation of Comedy and Lecture programs.
5. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LCSC by greeting and remaining available to them throughout the show until the end of the evening.
6. Ensure that all events and programs have been adequately publicized and promoted.
7. Maintain a good line of communication with all community activities providers.
8. Maintain an accurate account of the Comedy and Lecture budget.
9. Prepare a Comedy and Lecture budget for the following fiscal year, with the aid of the WEB Chairperson and Office Manager.

JOB DESCRIPTION

WEB

Program Lead, Music

ACCOUNTABILITY

The Program Lead, Music is responsible to WEB Chairperson and Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The Music area is designed to provide students with the opportunity to experience musical type performances. The Program Lead, Music is responsible for providing students with local, regional and national musical entertainment. The Music area follows the mainstream trends in music. It is

the music on the radio and other popular music. Programs are also offered where students are entertaining students.

General Responsibilities of the Program Lead, Music:

1. Responsible to attend or appoint a qualified team member to attend every event sponsored by the WEB.
2. Maintain an accurate filing system within the area.
3. Develop and maintain a Music Team and facilitate weekly team meetings.
4. Submit a written evaluation for the Music area to the WEB Chairperson and Student Activities Coordinator at the end of the academic year.

Specific Responsibilities of the Program Lead, Music:

1. The Program Lead, Music needs to have a working knowledge of programming concerts other musical events and should utilize the campus resources for programming opportunities as well as national talent.
2. In conjunction with the Student Activities Coordinator, negotiate contracts with professional agents and/or artists. No contracts will be valid without the signature of both the Student Activities Coordinator and the WEB Chairperson.
3. Responsible for assuring that all points of the contract and rider have been met for both parties.
4. Oversee the selection, implementation, and evaluation of Music programs.

5. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LCSC by greeting and remaining available to them throughout the show until the end of the evening.
6. Ensure that all events and programs have been adequately publicized and promoted.
7. Maintain a good line of communication with all community activities providers.
8. Maintain an accurate account of the Music budget.
9. Prepare a Music budget for the following fiscal year, with the aid of the WEB Chairperson and Office Manager.

JOB DESCRIPTION

WEB

Program Lead, Films, Special Events, and Cultural Events

ACCOUNTABILITY

The Program Lead, Films, Special Events, and Cultural Events are responsible to the WEB Chairperson and Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The Program Lead, Films, Special Events, and Cultural Events area of Films, Special Events, and Cultural Events encompasses of a variety of programs in which the entire campus becomes involved. Students are given the opportunity to participate in fun activities and at the same time show their

pride for LCSC. The Films, Special Events, and Cultural Events Team is responsible for programming for various holidays (Halloween, Kwanzaa, Christmas, Valentines Day, and etc.), Warrior Wednesday, Parents Weekend, and cultural events. This committee plans events like Up All Night, etc. The Films, Special Events, and Cultural Events Team is also responsible for selecting current blockbuster hits, alternative films, silver screen classics, foreign films, midnight movies, and cultural favorites.

General Responsibilities of the Program Lead, Films, Special Events, and Cultural Events:

1. Responsible to attend or appoint a qualified team member to attend every event sponsored by the WEB.
2. Maintain an accurate filing system within the area.
3. Develop and maintain a Films, Special Events, and Cultural Events Team and facilitate weekly team meetings.
4. Submit a written evaluation for the Films, Special Events, and Cultural Events area to the WEB Chairperson and Student Activities Coordinator at the end of the academic year.

Specific Responsibilities of the Program Lead, Films, Special Events, and Cultural Events:

1. The Program Lead, Films, Special Events, and Cultural Events needs to have a working knowledge of programming films, special events, cultural events, and should utilize the campus resources for programming opportunities as well as national talent.

2. In conjunction with the Student Activities Coordinator, negotiate contracts with professional agents and/or artists. No contracts will be valid without the signature of both the Student Activities Coordinator and the WEB Chairperson.
3. Responsible for assuring that all points of the contract and rider have been met for both parties.
4. Oversee the selection, implementation, and evaluation of Films, Special Events, and Cultural Events programs. A catalog of films is available for selecting and ordering in the Student Activities Coordinator's office.
5. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LCSC by greeting and remaining available to them throughout the show until the end of the evening.
6. Ensure that all events and programs have been adequately publicized and promoted.
7. Maintain a good line of communication with all community activities providers.
8. Maintain an accurate account of the Films, Special Events, and Cultural Events budget.
9. Prepare a Films, Special Events, and Cultural Events budget for the following fiscal year, with the aid of the WEB Chairperson and Office Manager.

JOB DESCRIPTION

WEB

Event Technical Coordinator

ACCOUNTABILITY

The Event Technical Coordinator is responsible to WEB Chairperson and Student Activities Coordinator.

SCOPE OF RESPONSIBILITY

The Event Technical Coordinator coordinates and performs load-in and load-out of sound, light, and stage equipment. The coordinator ensures the equipment is set-up to contract rider specifications, makes any and all necessary adjustments, and handles all last minute changes.

General Responsibilities of the Event Technical Coordinator:

1. Responsible to attend or appoint a qualified team member to attend every event sponsored by the WEB.
2. Maintain all equipment to include: sound, lights, stage, and other equipment.
3. Develop and maintain an Event Technical Team and facilitate weekly team meetings.
4. Submit a written evaluation for the Event Technical Coordinator area to the WEB Chairperson and Student Activities Coordinator at the end of the academic year.

Specific Responsibilities of the Program Lead, Music:

1. The Event Technical Coordinator needs to have a working knowledge of sound, lighting, and staging for musical events, comedy shows, etc. and should utilize the

WEB and and/or campus resources to provide for such.

2. Responsible for assuring that all points of the contract and rider have been met for both parties.

3. Oversee the implementation, support, and evaluation of sound, lighting, and staging.

5. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LCSC by greeting and remaining available to them throughout the show until the end of the evening.

7. Maintain a good line of communication with all community activities providers.

9. Prepare an Equipment Needs Proposal for the following fiscal year, with the aid of the WEB Chairperson and Office Manager.

B. EVENTS PROCEDURE

1. WEB Crisis Plan:

In the case of a canceled show/performance, Student Leads should call and inform the following people/places:

a. Student Activities Coordinator --

Brandon Lytle, Student Activities Coordinator, in his office (792-2804) or cell 305-9019.

b. WEB Staff --

Make a sign for the office or post on white board.

c. WEB Chairperson

They will correct the WEB calendar.

d. Student Activities Secretary --

Myndie VanHorn (792-2256)

e. Student Union Building Administrative Assistant

Laura Wilson (792-2825)

f. LCSC College Communications/Media Relations – Bert Sahlberg (792-2200)

They should in turn call the local media where it was publicized

g. Food Service – Dale Askew (792-2244)

h. The Pathfinder (792-2470)

i. Information Desk (792-2060)

j. Residence Hall Front Desks --

Ask the desk worker to make a sign for the poster in the lobby or just a sign for the front desk area. Explain who you are and the situation and ask for their help. (792-2053)

Other crisis procedures:

a. Put canceled signs on or over (if applicable): Posters around the campus, Student Union and on all banners advertising the event.

2. Ways to Publicize Your News and Events

FOR NEWSPAPER, RADIO AND TV COVERAGE, PLEASE CALL OR EMAIL COLLEGE COMMUNICATIONS:

- Bert Sahlberg, Coordinator, 792-2533, bhsahlberg@lcsc.edu

INTRANET ANNOUNCEMENTS

FOR FACULTY AND STAFF:

The *Intranet (MyLCSC)* is for the internal LCSC campus only, and is a great way to post notices for items that are of interest to faculty and staff. Students do not usually access it although it is available on all campus computers. To post an announcement on the *Intranet*:

1. Access the Intranet at <http://intranet.lcsc.edu>
2. Click on <Add an Announcement> in the Announcement Section
3. Choose an informative (not cryptic) title, complete the form, and click <Submit>.
4. Your announcement will immediately appear in the Announcement Section.

INTERNET MAIN EVENTS CALENDAR:

This calendar is located on the front page of the college's *Internet* web site, is seen by the world at large, and is meant to show a picture of life at LCSC to all who view it, particularly prospective students and their parents. College Communications depends heavily on these calendar entries as a way to alert the media to LCSC happenings. The Event Calendar is accessible on the front page of the Internet site (www.lcsc.edu) and from a link on the Intranet Site (<http://intranet.lcsc.edu>). If you want to submit an event for this calendar:

· From the *Intranet*:

1. Click on <Communication>, then <Calendars>, then <Add an Event>, or ...
2. Click on <Event Calendar> in the Toolbox Area, then <Add an Event>

· From the *Internet*:

1. Click on <Add an Event> on the Home Page, at the bottom of the Event Calendar section.

ANNOUNCEMENTS/NEWS FOR STUDENTS: To get announcements or news out to students via LCWarriorMail, simply send the announcement or news item via email to infostudent@listserv.lcsc.edu. Your announcement or news item will be posted to the student portal (LCWarriorMail) within 1 business day. Also you can call our office to have it posted in the news section of Campus Cruiser, the LCSC student web site.

LCSC Kiosk Posting Policy and Procedure

2. Flyers or posters must be turned in to SUB Office room 212 or ASLCSC Office room 219 for approval at least two days prior to the preferred posting date. The preferred posting date is the date that the organization submitting the poster or flyer would like to see their advertisement begin.
3. There are two permitted sizes for posting information. Authorized flyer size is 8" x 11"; poster size is 2' x 3'.
4. Posters will be approved based on their content and intent. Posters will be disapproved if deemed inappropriate, e.g., "5 keg party at Joe's house on Friday". An acceptable example would be "Fall Exam Party at Joe's house, Friday. Must be 21 or older."
5. All students, clubs and organizations, campus services, and faculty and staff are welcome to place advertisements, with preference going to students and clubs and organizations.

Student Union Building bulletin boards posting rules

Before posting, information must be approved and stamped by the Information Desk, located just inside the street level door on 5th Street across from the coffee stand. Hours: Mon-Thurs 7am-11pm, Fri 7am-8pm, Sat 10am-8pm, and Sun 10am-11pm. Material not stamped will be taken down. Flyers must be placed on bulletin boards or tack strips. Flyers are prohibited from being placed on any area than specified above. Flyers are not to be placed on windows. For additional information contact Student Union Building office, SUB 212.

Flyers may not be placed on cars parked on campus

Other

The Pathfinder, LCSC's college student newspaper. Published Wednesdays throughout fall and spring semesters (late Aug. through early May.) Deadline is Thursday of the week before publication. Submit notice of on-campus happenings via email thepathfinder@lcwarriormail.com or in person at Student Union Building 201. 792-2470

LCSC Reader boards. Are two, one on 7th Street near west end of library and one on 11th Street by the mechanical-technical building. Is room for 4 announcements between the two signs. Changes monthly. Contact Laura Wilson at the SUB lwilson@lcsc.edu or 792-2825.

Public, Education and Government (PEG) channel.

This is cable channel 13, viewable in the valley and nearby areas. At least two weeks out, submit very basic who-what-when-where-why information with a contact name and phone number to Doris Miles, LCSC Ed Tech Center, 792-2644, dmiles@lcsc.edu Email is the best way to send info. The channel is not commercial based so no mention of actual costs is allowed. (You can say where tickets are available but not what they cost, for example.) Information shows on screen repeatedly throughout the day.

Craig Lannagan, Tech Specialist with Lewiston School District. Posts information related to improving teacher skills on school district web site and can post email to all teachers. Important that he understand why your event can help teachers. Craig@lewiston.k12.id.us or 748-3006. Email best.

Margo Aragon's KLEW TV show, Northwest Morning. It airs for 5 minutes M-F at 7:25 and 8:25 a.m. during the CBS Early Show. She is always interested in LCSC events of this kind. She will want to tape an interview with someone knowledgeable and willing to be "in the spotlight". If you want to do this, contact her by email margo.ara@klewTV.com three weeks ahead of the event because she likes that kind of lead time on tapings. You can call her for more details at 746-2636.

Opinion Please, a 40 year old radio program that airs Wednesdays 10 a.m.-12 p.m. on KRLC 1350 AM. A man named Jean DeForest co-hosts it. Speakers on local topics and some upcoming events are given 15-30 minutes each. Format is sometimes just interview with host and speaker, sometimes involves call-in. People 55+ years old are main listeners. Lead time about 2 weeks. Jean's at the station 5 a.m.-noon weekdays. Contact him at KVTY@USA.com or 743-1551.