

# NEED SOMETHING?

To submit a marketing and communication request visit [charlestonsouthern.edu/marcommrequest](http://charlestonsouthern.edu/marcommrequest) To view the status of your request visit [csuniv.edu/requeststatus](http://csuniv.edu/requeststatus)

## WEBSITE ([CHARLESTONSOUTHERN.EDU](http://charlestonsouthern.edu))

### Website Edit, New Page, or Directory Update

- Submit a MarComm Request  
A minimum 2-week notice is required.

### MyCSU

- Submit an IT Work Order - [support.csuniv.edu](mailto:support.csuniv.edu)

### Cashnet / Payment Setup

- Contact the business office [jwelch@csuniv.edu](mailto:jwelch@csuniv.edu)

## EMAIL

### Campuswide Announcements

- To All Employees: [bucmessage@csuniv.edu](mailto:bucmessage@csuniv.edu)
- To Students: [ldiel@csuniv.edu](mailto:ldiel@csuniv.edu)
- To Faculty Only: [mwood@csuniv.edu](mailto:mwood@csuniv.edu)

### BUC Nation App

- Email [ldiel@csuniv.edu](mailto:ldiel@csuniv.edu)

### Email Newsletters

- Submit a MarComm Request

## MULTIMEDIA

### Marketing Portal

- [csuniv.canto.com/v/Marketing](http://csuniv.canto.com/v/Marketing)

### Photo/Video Database

- [csuniv.canto.com/v/PhotoVideo](http://csuniv.canto.com/v/PhotoVideo)

### Photography Services / Check-out a Camera

- Submit a MarComm Request  
A minimum 2-week notice is required.

### Video Services

- Promotional/Marketing Purposes: Submit a MarComm Request
- Academic/Classroom Purposes: contact [bmcglothlin@csuniv.edu](mailto:bmcglothlin@csuniv.edu)

### One Button Studio

- Email [bmcglothlin@csuniv.edu](mailto:bmcglothlin@csuniv.edu) to reserve

*CSU has limited photography and video resources. Your request will be reviewed and responded to according to priority and availability. A minimum 4-week notice is required.*

### PowerPoint Presentations

Visit [csuniv.canto.com/v/marketing](http://csuniv.canto.com/v/marketing) to download official templates

- For approval for public promotional use, submit a MarComm Request

## GRAPHICS

### Logos

- Visit [csuniv.canto.com/v/Marketing](http://csuniv.canto.com/v/Marketing) to download official logos in all formats

### Departmental and College Sublogos

- Submit a MarComm Request

### All Other Graphic Design Services

- Submit a MarComm Request  
A minimum 4-week notice and an open PO is required.

## PRINTING

### Business Cards, Stationery & Name Badges

- Visit the Knight Printing VMD (aka online store) at [marcomcentral.app.pti.com/knightpress/cs](http://marcomcentral.app.pti.com/knightpress/cs)
- For new users, email [VMD@dayorknight.com](mailto:VMD@dayorknight.com) to create a VMD login/password

A PO Number must be generated prior to placing VMD orders.

### Plaques, Awards, Etc.

- ABC Trophies - [sales@abctrophies.com](mailto:sales@abctrophies.com)

### All Other Printing (Signs, Posters, T-shirts, Etc.)

- Submit a MarComm Request  
A minimum 4-week notice and an open PO is required.

## EVENT PROMOTION & PR

### Social Media (Facebook, Twitter, Instagram)

- To submit information to be posted, submit a MarComm Request
- For graphic creation, Submit a MarComm Request  
A minimum 4-week notice is required.

### Buc News Network Ads (aka Campus TVs)

- Submit ads as jpg, or png at 1920x1080px with a MarComm Request, and suggested run time.
- You may also request an ad be created with a MarComm Request. Please provide any info needed. A minimum 1-week notice

### Printed Flyers/Posters

- Submit a MarComm Request  
A minimum 4-week notice is required.

### Public Relations, Stories, Media Alerts & Press Releases

- Submit a MarComm Request  
At least 2 weeks in advance.