Communications vehicles @ UTM checklist (contacts)

☐ Home page rolling banner graphic or Call-to-Action (Nicolle)
☐ UTM campus digital signage (Nicolle)
☐ All-faculty/all-staff e-mail message (Jane or Nicolle) -- reserved for high-level, campus-wide information/requires approval from Office of the VPP
☐ All-student e-mail message (Office of the Registrar)
☐ All-grad student e-mail message (Office of the Dean)
☐ ErinCOMM (opt-in faculty/staff e-mail listserv)
☐ HotLink student e-newsletter (Office of the Registrar)
☐ Blackboard banner within student portal (Nicolle)
☐ Events calendar (website: you can request posting privileges; digital signage: Nicolle)
☐ Social media (Nicolle or Blake Eligh)
☐ Express monthly faculty/staff e-newsletter (Nicolle)
☐ UTM Magazine (bi-annual, contact Nicolle)
☐ UTM alumni e-blasts (Melissa Heide)
☐ Homepage news story (contact Jane or Nicolle)
☐ Media release or PSA (contact Nicolle or Jane)
☐ Bulletin (bi-weekly) or U of T News (contact Nicolle)
☐ Print posters (designer Alison Dias)
☐ Communications specific to Residence (Tara Herriot -- tara.herriot@utoronto.ca)