

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)

