



MARKETING and Communications

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SPECIAL EDITION

www.com.edu/marketing

*Marketing thanks you for making the
COM branding guidelines a priority.
Keep up the effort!*

Marketing needs your help

All publications that will be distributed, posted or placed anywhere are required to come through Marketing for approval whether printing on site, off site or at your computer. All publications must be branded and follow guidelines. Please do not take your requests directly to COM Press unless you have final approval from Marketing. In this case, Marketing will e-mail COM Press the approval. (Does not include syllabi.)

Photo requests

If you are wanting photo coverage for campus events, please submit a Photo Request online. Marketing cannot provide photo coverage for all events but will notify you and will provide other options.

Job list online

Not sure if you're on this week's job list? Go to www.com.edu/marketing and you can find the job list for the week. Marketing reviews all job requests on Monday and adds them to the job list for that week.

Marketing workshops

For those who could not attend any of the workshops, the presentation is available for download at www.com.edu/marketing.

Don't hesitate to call if you need help in going through the process. If you would like to schedule this workshop for your department, contact Marketing. We are here to help with your marketing and communications needs. Give us a call or e-mail us at marketing@com.edu.