



LET US TELL  
YOUR STORY



NORTHEASTERN STATE UNIVERSITY

# UNIVERSITY RELATIONS

The Communications & Marketing (C&M) team promotes our university's story to targeted audiences through various mediums. As stewards of the NSU brand, C&M strategically manages communication about programs and activities to external audiences, including prospective students, donors, alumni, funding agencies, legislators, and the general public. We provide proactive, customer-focused, high-quality communications and marketing services.



**ALL PROJECTS CREATED FOR EXTERNAL DISTRIBUTION MUST BE APPROVED BY  
THE OFFICE OF COMMUNICATIONS & MARKETING.**

**NOTE:** *The turnaround time will vary depending on the scope of the project and number of projects currently in house. If specialized photography or copy writing are required by our department, the time frame for completion can be extended.*

## DESIGN

To request layout and design services for NSU colleges and departments, complete our Design Request Form. Additional project attachments can be sent via: [cmprojects@nsuok.edu](mailto:cmprojects@nsuok.edu).

<https://offices.nsuok.edu/communicationsmarketing/CreativeServices/DesignRequests/default.aspx>

## PHOTOGRAPHY

For photography requests, please fill out the Request for Service form and allow us two weeks to schedule and assign a photographer to your event/project.

<https://offices.nsuok.edu/communicationsmarketing/Photography/default.aspx>

## VIDEO

Clients wanting to have a video produced need to fill out the Video Request Form via link.

<https://offices.nsuok.edu/communicationsmarketing/Videography.aspx>

## WEB

All website content updates outside the access of trained content managers need to be sent via our Email to: [webcommunications@nsuok.edu](mailto:webcommunications@nsuok.edu).

**Please, do NOT email the Web Coordinator directly.**

## WORKSHOP SERIES

- » Graphic Standards
- » Graphic Design & Accessibility
- » Social Media
- » Video & Photo

Have an event on campus that you want promoted on the marquee in front of the University Center?

Visit: <https://offices.nsuok.edu/universityrelations/UniversityCenterMarqueeRequest.aspx>

# UNIVERSITY RELATIONS | CONTINUED

## EARNED MEDIA

Have a great story idea? Let us turn your news into a headline. Submit a story idea for consideration via the link below.

<https://offices.nsuok.edu/communicationsmarketing/StoryIdeas/default.aspx>

## STATIONERY

Requests for Business Cards and Stationery can be sent via link.

<https://offices.nsuok.edu/communicationsmarketing/Stationery/>

## BEVERAGES/BANNERS/AND MORE

Are you hosting an event on campus? Let us help you with beverages, banners or SWAG. For a list of Event Support Materials and Services, visit the link below.

<https://offices.nsuok.edu/communicationsmarketing/EventSupport/default.aspx>

## SOCIAL MEDIA

NSU offers expert assistance and advice with social media. Please register your social media account by clicking the link below. For assistance with your social media channels, please check out our social media workshop or email us at [webcommunications@nsuok.edu](mailto:webcommunications@nsuok.edu).

<https://offices.nsuok.edu/communicationsmarketing/SocialMedia.aspx>

## NSUTUBE

Have an event that you want to be advertised on one of our on-campus monitors? Send your ideas, posters or flyers to [NSUtube@nsuok.edu](mailto:NSUtube@nsuok.edu) or submit a request via the link below.

<https://offices.nsuok.edu/communicationsmarketing/NSUtube.aspx>

