**UVM Today** is managed by Amanda Waite in University Communications, and typically includes news features. Amanda can let you know ___ is appropriate for inclusion.

With a few exceptions, single events are not listed out in Gary Derr's weekly **UVM A&E email**, because there are dozens of excellent events happening on campus every week. That being said, I am happy to highlight ___ in the "Event Highlights" box in the upper left corner of the **email**.

(Laura is the contact for this)

To ensure that all your event details are available to viewers, please make sure **your event is listed and updated in the Campus Calendar**. If your event is not in the Calendar we recommend adding it by following the **instructions**.

To further promote your event also consider posting in the following on-campus event-listing venues:

UVM Bored = submit the **online form**
Davis Center Info Screens = email an image to **slife@uvm.edu**
L/L Center Info Screens = email an image to **llscreen@uvm.edu**
Waterman Info Desk Screen = email an image (landscape/horizontal only) to **JChamber@uvm.edu** and **jennifer.tucker@uvm.edu**

There are also many email distribution lists managed locally within offices/departments/units/clubs/etc. If there is a population you wish to reach, determine if there is a relevant group that could circulate your event information via their listserv.

_____ 

Note: shouldn't include listserv addresses on the new webpage but we'll still want to collect the names of listservs within CEMS so we have them on hand.