

## **POSTING POLICY - CALENDAR OF EVENTS**

We are excited to offer the Calendar of Events as a place for Muir College Departments, Muir Student Organizations, Muir Students, and affiliated CSI registered organizations, like Muir Musical, to submit and showcase events to the general public. We ask that you review the posting policy before submitting your event.

### **To submit, you must be one of the following:**

- Muir Student Organization
- Muir College Department(s), like Academic Affairs, Student Affairs, Muir Writing, Muir Residential Life, etc.
- An affiliated CSI registered org, like Muir Musical
- CSI registered organization collaborating with a Muir-related organization

**Must be an open invitation event**--i.e, open to the General Body

### **In the Event Description, please limit the text to 60 words or less. Please include:**

- **Important Details:** Free food, bring your own plates/mugs, wear appropriate clothing/shoes, sign-up at MOM, remember your masks, etc.
- **Contact Information:** Organization email or social media username

### **Please select the top 3 tags that most accurately describe your event.**

- If the event is family friendly, meaning students can bring dependents to the event, please use the #Family-Friendly tag.

Lastly, please expect at least 3 business days for a confirmation response. If there are any questions, please contact us at [muirwords@ucsd.edu](mailto:muirwords@ucsd.edu).