The Loopy Calendar Policies and Submission Guidelines

Purpose of Loopy: Loopy is available to promote on-campus events and programs by SPU depts. and clubs for the good of the greater community of SPU undergraduate students. Loopy is a service provided by the Office of Student Programs (www.spu.edu/depts/studentprograms) and is distributed to all undergraduate students on Mondays.

Who can submit to Loopy? Loopy is only for SPU departmental and approved clubs events to promote their on-campus programs to the greater SPU undergraduate community. We want to help you get the word out about your events!

Events will be considered for "featured events" in Loopy on a first come, first served basis, pending there are not major all campus events that week (such as Homecoming, the Day of Common Learning etc.).

Submission must already be approved on the SPU Master calendar (log into your banner account https://spu.edu/banweb/, go to “Personal Menu”, then “Campus Calendar Event Management”, and finally “Add New Event”. Once your event has been approved by your advisor, has gone through the appropriate processes (i.e.: Club events must get approved through the Committee for Student Clubs before they can be put on the SPU master calendar, and before they can be promote on any of the Loopy methods (i.e.: monitors, calendar, in the content of Loopy e-news).

We won't accept events that are only specific to small groups of students, or from groups outside of SPU's recognized dept. and clubs.

Outside groups are welcome to take posters to Unicom in the Student Union building for approval to promote their events on SPU's campus. Approved posters may be hung in the Student Union Building, Weter and Gwinn on designated areas. Ask Unicom for the complete posting policy.

How do I submit to Loopy? Email a clean, attractive, easy to read Power Point slide with the following information to the Loopy Editor (loopy-editor@spu.edu) by noon on Thursdays:

- Title of your event
- Date, time and location
- Name of the dept. or club sponsoring the event, and a contact person, with their contact information
- A link to either your website, or a Facebook event page for more information

* Please make sure your slide is easy to read from a distance, has all the correct information, and is aesthetically pleasing.
Where will my submission show up? Your event will be included on the TV monitors in the SUB and Weter, in Loopy e-news and the Loopy Facebook page (https://www.facebook.com/StudentProgramsLOOPY).

Questions? Contact the Loopy Editor by email at: loopy-editor@spu.edu