



## Guidelines for NSU Calendar

### Types of Events to Post on Calendar

***Calendar submissions should be event oriented rather than a news or announcement item*** - EXCEPT as deemed appropriate by the Office of the President. **EXCEPTIONS** include important academic dates & deadlines (Undergraduate Spring Break, NSU Winter Break closing, FAFSA Deadlines, Commencement dates).

### Events to post include:

- University-related athletic events
- NSU community events such as art exhibition openings, recitals and film
- Screenings
- Campus-wide events sponsored by student clubs and organizations (as deemed appropriate by Student Affairs)
- Theatre performances, concerts, special events, workshops, etc., hosted at NSU. These include events booked by outside organizations through Facilities Management or Arena.
- University-sponsored public lectures & workshops, conferences, book signings, symposiums, training programs, arts events, social events, and academic deadlines.
- Community events sponsored by NSU & held on campus, such as Runs/Walks, Fairs. (Heart Walk, Autism Speaks, Disability Expo, etc.)



- General events that are of broad interest to the overall campus community, a large segment of the campus community (e.g., all faculty, staff or students, such as AcademicFest, NSU Wellness Fair) or the general public. Since the general public can view the calendar, submissions should specify if event is “by invitation only” such as Board of Trustees meeting, or special event sponsored by the Office of the President, etc.

### **Types of Events NOT to Post on the Calendar**

Departmental/organizational meetings not meant for entire campus or the public. Events must affect more than just the members of an individual NSU department. For example, a departmental meeting is not appropriate (*Operations Meeting*) while Ambassador’s Board Meeting is appropriate.

- Non-University related or sponsored events that are **not held** on NSU campus
- Personal events
- Exercise/sports-related instructional courses
- Events that are of interest to only a narrow audience or to an individual college or department and to which no one outside of that group can attend (*Huizenga School Holiday Party* is not appropriate while *Team 2020 Celebration* is appropriate).
- However, an Honor’s Induction ceremony and other such events are appropriate as it involves numerous students and people outside of the university may be invited to attend)



If you have any questions about whether or not an event is appropriate, please send email to [internalcomm@nova.edu](mailto:internalcomm@nova.edu).

### **General Guidelines**

- Proof and spell check your entries before submission. Events should not have typos, incomplete or inaccurate information.
- If your event is sponsored by more than one office/department/school, etc., coordinate with others about which office will submit the event to the main site calendar. If entries are made about the same event by each sponsor/host, ensure that the information is the same for all entries.

### **Headline (Name of Event)**

- Short (40-character range ideal; under 100 characters good)
- Rely on the event description to provide details
- Use correct punctuation
- Avoid using quotation marks
- Don't use all capital letters
- Note the home page calendar accommodates a limited number of characters. Text of longer headlines will be cut off.

### **Event information**

- Provide brief description of the basic. For longer description, please provide URL & rely on your link for event details beyond the basics.
- Web addresses for events should be specific to that event and not just a link to a department or school.
- Avoid jargon and **acronyms**.
- **No photos.** It was determined that photos, etc., will slow down the system. Therefore, please provide URL to link people to site with photos, etc.
- Contact info should include NSU employee name, phone and/or email.