

SUBOG 2017 Pre-Event Media Request

The following reflects the procedure for granting press access to student groups and/or individuals at SUBOG events, programs, meetings, etc. This procedure must be followed for all events that a news outlet and/or individual chooses to publish about. Violations of this procedure warrant a rejection of that specific media request.

Step 1:

SUBOG Concerts, Major Weekend, Comedy, and Lecture Events:

Contact the respective committee chairs at least **2 weeks** before the event requesting access to an event.

CC the Outreach Chair (subog@uconn.edu)

CC the President (subogpres@uconn.edu)

Respective Committee Emails

Concert Chair (subogconcert@uconn.edu)

Major Weekends Chair (subogweekends@uconn.edu)

Comedy Chair (subogcomedy@uconn.edu)

Lecture Chair (suboglecture@uconn.edu)

SUBOG Arts, Special Events, Film, Sports Promotion Events:

Contact the respective committee chairs at least **1 week** before the event requesting access to an event.

CC the Outreach Chair (subog@uconn.edu)

CC the President (subogpres@uconn.edu)

Respective Committee Emails

Arts Chair (subogarts@uconn.edu)

Special Events Chair (subogspecial@uconn.edu)

Films Chair (subogfilms@uconn.edu)

Sports Promotion Chair (subogsports@uconn.edu)

Step 2: Once access is permitted by the committee chair, the *Post-Event Procedures Agreement* must be completed at least **24 hours** before the event. The form can be accessed at our website, subog.uconn.edu, or through email from the committee chair. The form can be submitted to the SUBOG Office or emailed to the respective committee chair.

Step 3: Once arriving to the event, locate the specific committee chair to receive a press badge for the event. Please abide by the specific rules and customs set by that committee chair for that specific event.

Step 4: Follow the post event guidelines listed on the signed *Post-Event Procedures Agreement*.

Violation of any step or guidelines in the pre-event or post-event procedures will result in a denial of the media request for that event as well as future requests put forth by the organization committing the violation. A qualified violation will be determined by the SUBOG President, Outreach Chairs, and Advising Team. Duration of the media block will be decided by the SUBOG President, Outreach Chairs, and Advising Team.