

# NORCO COLLEGE

## Who to contact to promote your program/event

We continue to evolve and improve the way we promote your program(s) internally and externally, share our collective story, and invite future students to change their life by attending Norco College. Here are a few short Frequently Asked Questions so that you know who to contact in the future:

**Q: How can I get my posters and flyers printed?**

A: The Associated Students of Norco College office can provide printing of posters and flyers for events hosted by a campus club or department, which are open to all students. To request printing, email [Edwin Romero](#), Student Activities Coordinator, with a high resolution pdf of the flyer. The flyer should include who is hosting the event, contact information, and language regarding disability-related accommodations.

**Q: How do I get something posted in the local paper and news outlets?**

A: To communicate news, announcements and pitch stories for internal and external consideration, contact [Leslie Vargas](#), Public Affairs Officer. This includes news releases and stories to be included in the president's newsletter as well as the News & Events section at the top of our website.

**Q: How do I promote a program or an upcoming campus event on social media & digital signs?**

A: Contact [Ruth Leal](#), Instructional Production Specialist to share your activities and events on social media and the digital signs and the Marquee Sign on Third Street, for photography services for flyers/brochures/social media, assistance with graphics/need college logos, and for videography services to create a video about your program, event, student testimonials, and more.

**Q: I need to update website content. Help!**

A: To update your website pages with content such as graphics, images, and documents as well as create new webpages, contact [Lenny Riley](#), Instructional Technology Specialist.