

Promotion in LUU

If you have an LUU activity or event to promote to members, there are loads of ways to get your message around the Union.

LUU communications

To submit your activity or event to one of the official LUU communications, ask your Development Coordinator to add the event to the online calendar. If the event is added to the calendar no less than six weeks before the event it will be published online immediately, in the print copy of the Gist, and may even feature as an article or news update if it's exciting enough!

The Gist

The Gist is LUU's monthly guide to everything that is happening in the Union. It features news updates, articles and listings. It is published on the last Friday of every month, with 10,000 copies printed and distributed within the Union and around campus.

The Gist online

The Gist is now also accessible online at leedsuniversityunion.org.uk/thegist. It offers the same content as the printed copy of the Gist, plus a whole lot more. Additional online content like interviews aims to make the Gist online a richer experience, while features like online forums and a marketplace mean it's a hub of student activity.

LeedsUniversityUnion.org.uk

The official Union website includes a comprehensive 'What's On' section to make sure everyone can keep up to date with the events at LUU. Central to this section is an online calendar and event list that aims to list everything going on.

In the Union building

Plasma Screens

There are 21 plasma screens placed around the Union building. If you would like to put your message on these screens please email [Louise Hartley](mailto:Louise.Hartley@leedsuniversityunion.org.uk) for details and specifications. Image or video specifications are available online in the document "SUBtv tech specs".

Posters and Notices for Clubs and Societies

Clubs and Societies each have their own notice boards on the first floor of the Union. Please speak to your Development Coordinator.

General Notices

There is a pin-board in the foyer area where any member can pin any notice no larger than A4. There are a further two general notice boards leading down the stairs from the foyer. If you want to put a notice on these boards simply take your notice to reception, and one of the receptionists will put the notice up for you. In the interest of our members concerns there are guidelines for notices which the reception team will be happy to tell you about.

Promotional Stalls

If you are a club or society you can set up a promotional stall in the foyer area. All you need to do is book your time and space with reception. The chairs and tables will be provided for you. It is important that societies accept responsibility for leaving the area clean and tidy when leaving.

Media Societies

LSRfm.com

LSRfm.com is the award winning student radio station of Leeds University Union, broadcasting online during term time. Send your news to info@lsrfm.com

LSRfm.com Shop Radio

There is an exciting new venture this year which will see the introduction of a 'shop radio' for Essentials and Extras produced by LSR. It will be a pre-recorded show that will be updated weekly. After every song is played an advert will air.

If you want your society to be advertised or an event your society is holding please email info@lsrfm.com with 'Shop advert' as the title. You may prepare a script yourselves or request help from LSR with this. They will get back to you with a time to come in and record your advert which will then get played out to the thousands of students who enter Essentials and Extras every day.

Leeds Student Newspaper

Leeds Student Newspaper is printed every Friday during term time and has a print run of 5000 and a readership of over 15000. Send your stories to editor@leedsstudent.org. It is the editor's responsibility to determine if your event/story is newsworthy.

Activity groups can advertise in Leeds Student for a £25.00 charge, please contact [Louise Hartley](#) or Daniel Smith in the Marketing Department who will be happy to send across booking forms and specifications. Artwork must be sent 7 days prior to the issue date.

LS:TV

LS:TV broadcast on a daily basis to 16 screens around the Union, to contact someone about how you might be able to get your story on screen email stationmanager@lstv.co.uk

No Flyering policy

We've been told by members that they don't really like having leaflets given to them, and less waste paper means a greener planet! Please be aware that to distribute flyers off campus (including outside the Parkinson Building) you require a permit from Leeds City Council or face being fined.