2022-2023 Strategic Communication Plan

Prepared by the FIU|CARTA Office of Strategic Communication + Public Relations
in consultation with Dean Brian Schriner
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Purpose + Scope

This planning guide develops a dynamic framework that showcases the infrastructure of a strategic communication plan for the College of Communication, Architecture + The Arts (CARTA). This planning guide does the following:

• Defines the FIU Division of Strategic Communications, Government and External Affairs (SCGEA) and the CARTA Office of Strategic Communication and Public Relations (SCPR)
• Identifies and defines the high-level strategic communications goals for CARTA and recommends steps for achieving them
• Delineates the key audiences
• Articulates messages to support CARTA’s mission and the strategic plan
• Identifies the primary communication channels currently available to reach core constituencies

This guide will assist anyone engaged in communications within CARTA — including faculty, staff, students and administrators from Schools, Institutes, Centers and Departments. This document will evolve as leadership further amplifies institutional priorities.

As part of a multi-unit structure at FIU, CARTA’s Office of Strategic Communication + Public Relations (SCPR) functions within the framework of the University’s overall communication structure. As professional communicators, the team aims to create, maintain, and protect the organization’s reputation, enhance its prestige, and present a favorable image. The strategic efforts of the College’s communication team revolve around the timely telling of stories that support its goals.

The following units intersect with CARTA’s communication team and offer support and guidance:

University-Wide Communications Functions

**FIU Foundation Communication and Marketing** produces a wide range of print and digital deliverables, from event invitations to integrated marketing for advancement priorities—all in direct support of securing higher levels of engagement in and support from alumni, parents, friends and donors. Advancement Communications also provides news and information about fundraising and alumni engagement activities.

**Division of Strategic Communications, Government and External Affairs (SCGEA)** offers a comprehensive range of communications specialties, including:
• Branding & Marketing
• Design Services
• Multimedia Production
• News & Media
• Social Media
• Websites

Each department and unit at FIU are integral to moving the University forward through effective communication and message development and the cultivation of affinity and pride from both internal and external audiences. The University’s overarching branding structure can be found by visiting brand.fiu.edu.

CARTA Office of Strategic Communication + Public Relations (SCPR)

As a multi-disciplinary College with academic units that are traditionally organized as independent Colleges or Schools at peer institutions, this proposed workflow provides the units within the College with increased input in their discipline-specific brand management, reputation, recruitment, student engagement, and strategic communication goals while leveraging the College’s existing in-house faculty, staff, and students’ creativity and expertise. Additionally, the workflow allows for College-wide strategic initiatives in support of brand management (rankings and reputation), fundraising, and alumni participation. The workflow and focus of the SCPR team, which was crafted and shared with College and University leadership in July 2021 by Dean Brian Schriner as a way to provide an effective and efficient approach to strategic communication for the various units in CARTA, is as follows:
As a multi-disciplinary college with academic units that are traditionally organized as independent colleges or schools at peer institutions, this proposed workflow provides the units within the college with increased input in their discipline-specific brand management, reputation, recruitment, student engagement, and strategic communication goals while leveraging the college’s existing in-house faculty, staff, and students’ creativity and expertise. Additionally, the workflow allows for college-wide strategic initiatives in support of brand management (rankings and reputation), fundraising, and alumni participation.

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<th>OFFICE OF THE DEAN (CARTA)</th>
<th>SCHOOL OF COMMUNICATION (CARTA SOC)</th>
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<th>SCHOOL OF ARCHITECTURE (CARTA SOA)</th>
<th>THE WERTHEIM, THEATRE, VISUAL ARTS (CARTA ARTS)</th>
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<tr>
<td>PRINCIPAL CLIENT</td>
<td>Brian Schriner, Dean, College of Communication, Architecture + The Arts</td>
<td>Aileen Izquierdo, Director</td>
<td>Susan Jacobson, Interim Director</td>
<td>Henry Rueda, Chair, Department of Architecture</td>
<td>Karen Fuller, Director, The Wertheim</td>
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<td>CARTA, Schools, Depts’ + Centers’ Media + Government Relations</td>
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<td>Caplin School + Centers’ Faculty + Staff Accomplishments</td>
<td>SOA, Depts’ + Centers’ Faculty + Staff Accomplishments</td>
<td>ARTS, Wertheim, THE, Depts’ + Marching Band’s Student Engagement, Retention, Accomplishments, Graduation + Employment</td>
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<td>CARTA, Schools, Depts’ + Centers’ Student Recruitment</td>
<td>South Florida Media Network</td>
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SVP Strategic Communication + Government Relations
Michelle Palacio

Director, CARTA SCPR
Collaborates with Strategist, Directs all Communication Initiatives For ALL Clients
Heather Radi-Bermudez, APR

Assistant Teaching Professor, School of Communication

Strategist, CARTA SCPR
Consultant, on-going support
Aileen Izquierdo
Director, School of Communication

Director, BOLD AGENCY
Hugo Ottolenghi, Assistant Teaching Professor and Director of the BOLD Agency
Faculty Led Student Staffed Public Relations Agency
**WORKFLOW**

**CARTA SCPR ACCOUNT MANAGER**
Content Strategist + Creative
Reports to Director of CARTA SCPR
- Margarita "Maggie" Salas Amaro (Faculty Member on assignment report to Director CARTA SCPR)

**Team Members | Creatives**
Reports to Director of CARTA SCPR*
Reports to CARTA SCPR Account Mgr **
- Hansel De Haro Maylin (Webmaster)*
- Zion Sealy (Jr. Account Manager)*
- Rachel Vanderford (Content Strategist)*
- TBD FT + PT Creative Staff Members**
- Student Interns (Writers, Graphic Designers, Social Media Specialists, Data Analysts Content Strategists)**

**Client Primary Staff Liaison(s)**
Reports to Dean or Dean’s Direct Report
- CARTA Dean Executive Assistant
- Linda Woolfson (CARTA Project Manager)
- Marie Gavler (Assoc Dir CARTA Alumni Affairs)
- Lillian Abreu (Sr. Program Coord, LLK Center For Adv of Women in Comm)
- Maggie Salas (Consultant, RA+DI)
- Collette Mello (Senior Special Events Coordinator)

**Client Primary Unit Administrative Leads**
Reports to CARTA Dean
- CARTA Senior Director of Development + Alumni Affairs
- Katie Rothfield (CARTA Assistant Dean of Students)
- Marily Nepomochi (CARTA Associate Dean of Faculty + Program Development)

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<td>Director</td>
<td>Director of CARTA SCPR</td>
<td>Jordan Basadre (Faculty Member by assignment report to Director CARTA SCPR)</td>
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<td>Account Manager</td>
<td>CARTA SCPR Account Mgr **</td>
<td>Hansel De Haro Maylin (Webmaster)<em>, Zion Sealy (Jr. Account Manager)</em>, Rachel Vanderford (Content Strategist)*, TBD FT + PT Creative Staff Members**, Student Interns (Writers, Graphic Designers, Social Media Specialists, Data Analysts Content Strategists)**</td>
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<td>Client Primary Staff Liaison(s)</td>
<td>Reports to Director of Academic Unit</td>
<td>Deidre &quot;Gabby&quot; Portella (Manager of Academic Support Services, School of Communication)</td>
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<td>TBD hires (Faculty FT or Adjunct Appointments; FT Staff Hire; PT Staff Hire; and/or PT Student Interns)</td>
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**October 2021**
- Appoint **CARTA SCPR Director** in consultation with FIU SCGR + CARTA CAC
- Appoint/Onboard **CARTA SCPR Strategist**
- Appoint **CARTA SCPR Account Managers** in consultation with CARTA SCPR Director + the Primary Client Administrative Leads

**Spring 2022**
- Advertise and Hire FT + PT Creative Staff Members and Student Interns.

**Summer and Fall 2022**
- Appoint CARTA SCPR Account Managers in consultation with CARTA SCPR Director + the primary client administrative leads. The SCPR Account Managers would hire team of staff members in consultation with CARTA SCPR Director + the primary client administrative leads. *Phase in BOLD Agency support within units as possible*
The FIU Brand (courtesy of Division of Strategic Communications, Government and External Affairs)

The brand is what people think and feel about us. And, we have the power to make a real impact in the way we convey our brand and tell the FIU story. FIU continues to transform from a local commuter school into a national powerhouse. We are engaging and empowering students and families while generating connections, knowledge and solutions that radiate around the world.

Brand positioning

The brand positioning is our internal DNA. It is made up of the following components – brand essence, brand pillars and tone words. This is our internal north star that guides all communication and creative executions. These are not taglines and are not meant to be used in outward-facing materials.

Brand essence

This is not a tagline. It defines who we are and what makes us unique.

*FIU is an empowering force energizing our world*

Brand pillars

The foundations that FIU stands on.

*Not just in Miami. We are Miami.*

*An empowering force*

*Transforming lives and communities*

*An opportunity generator*

Tone words

FIU's personality.

- Dynamic
- Enterprising
- Driven
- Proud
- Welcoming
The CARTA Brand

The CARTA brand is an extension of the FIU brand. It is important that we maintain consistency in both internal and external communications to show a unified brand and increase our brand recognition and impact among different audiences. To unify the university’s many academic, research and administrative units, CARTA adheres to the logo, label, brand marking system established by the FIU Division of Strategic Communications, Government and External Affairs.

The FIU logo is an essential element to our visual brand and represents our entire university.

There are different variations of the official FIU logo based on the use case – i.e. vertical/horizontal formats, color or black and white versions as well as the FIU block letters. Units also have their own logo.

University marks

CARTA adheres to university protocol on use of university marks. All of the university’s verbiage, logos, designs, seals and symbols are registered and trademarked to FIU. All internal units must use the approved logo set provided by the CARTA Office of Strategic Communication + Public Relations and the FIU Division of Strategic Communications, Government and External Affairs when creating or printing marketing materials.

Use of the College Name

College of Communication, Architecture + The Arts

In all communication efforts, this protocol should be followed whenever possible:

- First reference, spell out the name: College of Communication, Architecture + The Arts (with + symbol, not “and”)
- Subsequent references and in headlines, the abbreviated version may be more appropriate: FIU CARTA (all caps). The use of “college” is also appropriate in subsequent references in various communication efforts.

CARTA sub-brands and co-brands

CARTA sub-brands are designed to highlight schools and individual departments or units, while visually connecting the unit with the college and university brand. Under no circumstances should any text or graphic other than a unit name be coupled with the logo. Approved CARTA-related markings are available for download in the CARTA Communication Toolkit.
Unit Logos + Labels

These variations of the FIU logo represent a specific unit, college, office, department, etc. Unit logos and labels are composed of the FIU block letters and the official name of the unit. These also have different formats and additional tiers available based on the use case.

**CARTA Protocol:** Requests for new or modified unit logos and labels should be directed to the CARTA Office of Strategic Communication + Public Relations through the respective unit Account Manager.

Promotional Logos

Units have the option to create a promotional logo to represent a specific initiative, program or event within their unit. This graphic element should not be used to replace a unit logo and should not include any FIU logos or elements of the FIU logo in it.

When representing the university to external audiences, the unit logos must be included as the primary identity; the promotional logo should be the secondary identity. The objective is to clearly convey that this initiative, program or event is part of FIU.

**CARTA Protocol:** Requests for promotional logos and labels, including celebratory/milestone brand markings, should be directed to the CARTA Office of Strategic Communication + Public Relations through the respective unit Account Manager.

Student Organizations

Student Organizations/Clubs can create their own logo to represent their identity as outlined in the Student Organization style guide. However, they may not use FIU’s registered marks in the creation of their logo. The only way a Student Organization is allowed to use the FIU registered marks is by using the approved Student Organization logo.

Student organizations can choose from two options:

Option 1: FIU Student Club logo (This version can only be provided by Campus Life)

Option 2: Student Club Logo (created by Club or Organization)
CARTA Protocol: Requests for new or modified student organization logos and markings should be directed to the CARTA Office of Strategic Communication + Public Relations through the respective unit Account Manager.

The College: An Overview

CARTA Mission + Purpose

To prepare diverse leaders with global perspectives who will drive the information, innovation, art, and cultural economy of South Florida and beyond.

CARTA is made up of a group of dynamic academic units, engagement-focused centers and institutes and hubs designed to bring to the community the best in creative endeavors. CARTA’s academic units, centers, institutes and hubs include:

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<tr>
<th>ACADEMIC UNITS, CENTERS, HUBS + KEY INITIATIVES</th>
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<td>School of Communication + Journalism (SCJ)</td>
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<td>Department of Journalism + Media</td>
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Led by one of the most respected leaders in higher education, Brian Schriner is a strategic visionary, accomplished leader, change maker, fundraiser, and educator with more than 30 years of proven success in higher education. As Dean of FIU’s College of Communication, Architecture + The Arts (CARTA), Dean Schriner has successfully engaged diverse stakeholders, developed effective advisory boards, and achieved national and global rankings for academic degree programs in CARTA’s eight disciplines, further enhancing CARTA’s reputation for innovation and excellence. A significant accomplishment and real testament to the College’s innovation, CARTA was identified by the World Universities with Real Impact (WURI) as one of the Most Innovative Colleges (#15 US Public, #31 Overall US, and #101-200 Worldwide). In this time, too, all CARTA disciplines have ranked in the Top 75 among U.S. public institutions including the School of Architecture, which ranked #16 in the 2022 QS World University Rankings by Subject report. Dean Schriner has steadfastly committed to driving South Florida’s technology, information, creative and cultural economies and has
served FIU’s majority-minority student population (85 percent of CARTA’s students self-identify as part of an underrepresented minority group). Under his leadership, CARTA’s full-time annual enrollment has grown to more than 10,000 students with 4,000 majors. He has ensured that student key performance indicators (KPIs) consistently lead the university, exceeding 90 percent in first to second year student retention rates, exceeding 60 percent 4-year graduation rates, and exceeding 75 percent 6-year graduation rates.

In addition to expanding CARTA’s reach and impact, Dean Schriner has optimized financial stewardship, including successfully diversifying the College’s annual revenue streams and raising over $70 million in auxiliary revenues and philanthropic gifts, including several 7-figure naming gifts. The most recent signature gift being a $10 million gift to name the Herbert and Nicole Wertheim School of Music & Performing Arts—the largest gift to a school of music in the State of Florida. Dean Schriner attended the University of Pittsburgh and the University of Miami, is a past recipient of FIU’s prestigious Teaching Incentive Award, been named FIU Instructor of the Year, and has twice been named to the FIU College of Business Administration Circle of Excellence for Teaching.

CARTA supports students and faculty members to collectively and individually unleash their creativity and collective problem-solving skills within Florida International University (FIU), in our communities, and across the globe. As an interdisciplinary environment that develops the next generation of creators, the College offers unique learning experiences within Miami’s only public research University. We have award-winning faculty, in nationally ranked, accredited programs in the heart of one the country’s most vibrant, diverse, and creative cities.

Each of the disciplines housed in CARTA – communication, architecture, and the arts - informs the way students think, interact and succeed. Through their disciplines, CARTA students explore the essence of what it means to be “human” in every sense of the word. CARTA inspires and feeds creativity, problem-solving skills, and resiliency. The College sparks dialogue through and across communication; architecture and design; and visual and performing arts, devising ways to improve the world for the next generation. It also contains more than 13,000 sf of CARTA Collaboration Hubs, which aim to incite unique collaborations between the FIU teaching/research/creative community and the diverse local communities we serve. They are designed to integrate state-of-the-art technologies as they connect students and faculty members to alumni, industry professionals and community leaders.

The CARTA 2025 Strategic Plan aligns with FIU’s Next Horizon 2025 Strategic Plan in its support of the University’s vision to offer exceptional learning experiences and upward economic mobility for its students, transformative innovation, research and creative activities that result in recognition of FIU as a top 50 public University.

**Strategic Themes + Messages**

2022-2023 Strategic Communication Plan *(updated spring 2023)*
Prepared by the FIU | CARTA Office of Strategic Communication + Public Relations
At FIU, and especially in CARTA, we are steadfastly focused on the success of our students, faculty, staff, alumni, and friends. Through collaborative work that grows from a series of frameworks that inform each of our decisions and initiatives, the CARTA team identifies trends and opportunities and nimbly embraces these to benefit our students, faculty and constituents.

Aligned with the pillars of the CARTA 2020-2025 Creative Forces At Work Strategic Plan and are bolstered by the University’s Next Horizon 2020-2025 Strategic Plan. These frameworks, established by Dean Schriner, enable the College to remain focused on strategic priorities ultimately overseen by the State University System and in Florida’s taxpayers’ interests.

**Problem Solving**

- **Teaching + Learning.** CARTA is dedicated to experiential learning in all of its disciplines, promoting innovative solutions at every phase of the CARTA student’s academic journey. With a focus on the next generation of communicators, journalists, design professionals, and visual and performing artists, CARTA connects students, alumni, professionals, innovators and entrepreneurs to build the creative economy at home and abroad.

- **Research + Creative Activities.** Numerous CARTA labs and facilities, from the Robotics Digital Fabrication Lab at MMC; FIU CARTA | Mana Wynwood and the Miami Beach Visual Arts Gallery to the Ratcliffe Art + Design Incubator; the Lee Caplin Immersive Studio for Altered Reality (iSTAR) and the Steven Cruz Institute for Media, Science + Technology; advance CARTA’s current academic standing either through interdisciplinary affiliation with University preeminent programs or through the research and creative activities produced by faculty, staff and students. Further engaging the community within and outside of FIU, Wertheim Performing Arts Center, better known as The Wertheim, is considered one of Miami’s premier collegiate concert and performance venues featuring world-class musicians and performers. The $14 million performing arts center stands as the centerpiece of Florida International University’s commitment to the performing arts.

- **Innovation + Technology.** Embracing its labs and facilities, CARTA furthers its impact within and outside of the University by engaging in innovative and cutting-edge projects, partnerships and collaborations that enhance the quality of life in South Florida and beyond. Under Miami-Dade County Mayor Daniella Levine Cava’s leadership and the support of her Tech Innovation Team, a special partnership between the County and CARTA will integrate student social capital and specialized higher education programming to showcase the intellectual and creative assets housed at FIU’s College of Communication, Architecture + The Arts (CARTA). The partnership aims to ensure that programs are driving the tech, innovation, and creative economy and creating a pipeline of highly skilled graduates who are both filling and creating jobs (Video).

- **Careers + Entrepreneurship.** The College is dedicated to being good stewards of our human, economic, and environmental resources. CARTA seeks to do this

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2022-2023 Strategic Communication Plan (updated spring 2023)
Prepared by the FIU CARTA Office of Strategic Communication + Public Relations
by ensuring sustainable futures for our students, faculty members and staff, as well as for our South Florida community. This involves aligning our curriculum with industry needs, creating a career-ready, highly skilled workforce, linking philanthropic investments directly to the mission of the College, and optimizing operations and sustainability performance.

Decision-Making

Guided by the steady hand of University and College leadership, CARTA is proud of its intentional and prioritized decision-making approach to reaching the next level of excellence. Dean Schriner engages Chairs, Directors, staff and faculty with the following decision-making commitments:

- Intentionality + Prioritization
- Transparency + Inclusivity
- Responsibility + Accountability

Positioning Lines

Connecting with the varied audiences who follow the story of CARTA and FIU, a series of positioning statements and engaging themes are woven throughout the stories shared by and about CARTA, including:

- “Creative Forces at Work”
- “Where excellence and opportunity converge”
- “Building futures, starting with yours”

These themes are further infused with connective content via the videos and materials developed and shared by the CARTA team:

- CARTA X Miami-Dade County (eMerge Americas)
- School of Architecture
  - Design Intelligence | Architecture
  - Design Intelligence | Interior Architecture
  - Design Intelligence | Landscape Architecture + Environmental and Urban Design
- FIU Board of Trustees (Fall 2021)
- CARTA Annual Report (2020-21)

The following CARTA messages support the strategic themes outlined above:

- CARTA is committed to preparing career-ready graduates for success in an ever-changing world via experiential learning (learning by doing), incorporating
emerging and immersive technologies in our curriculum, and partnering with industry.

- CARTA is committed to our students earning their undergraduate degrees in four years.
- CARTA is committed to innovative solutions-oriented, applied scholarship and creative activities that are designed to drive the creative, cultural, and information economies of Southeast Florida and beyond.
- CARTA is committed to social diversity, equity, techquity, and inclusion and to reflecting the diverse communities we serve.

Additional unit specific positioning lines and thematic messaging is also available in the CARTA Communication Toolkit.

Institutional Goals + Strategic Communication Priorities of the FIU Next Horizon Strategic Plan

To engage University resources - human, technological and financial - to provide opportunities to students to complete their undergraduate degrees in a timely manner.

**GOAL:** Ensure timely graduation for all admitted students and provide exceptional, accessible, and personalized educational experiences at every level of the University

**GOAL:** Align curriculum with career needs to ensure employment readiness, post-graduation success, and workforce and industry advancement

**GOAL:** Connect with alumni and our communities (local, regional, national, global) through targeted marketing and communication campaigns, foster engagement opportunities for current students, and build corporate/business and philanthropic partnerships

In support of this institutional goal, the strategic communications shared priorities of CARTA will be to:

1. Identify and highlight the most compelling stories of CARTA’s students, faculty and professional staff. Our communications will honor their work, experiences, achievements, contributions and overall value.
2. Increase positive perception of CARTA for the purposes of attracting the best and brightest students regardless of background, renowned scholars, practitioners, excellent teaching faculty and highly skilled professional staff.
3. Measurably increase the reach and impact of our communication programs to strengthen CARTA’s reputation and emphasize the College’s priorities and accomplishments.
CARTA Tactics

- Promote credit and zero-credit internships via social media
- Establish Handshake campaign to encourage student sign ups
- Create and support engagement opportunities for 4+1 programs to be promoted via tabling events, social media, classroom visits, Canvas messaging and through Student Success team student interaction
- Bring all stewardship outreach and communications into alignment with CARTA communications and branding

To engage University resources - human, technological and financial - to provide opportunities to faculty to engage in innovative research and creative activities.

**GOAL:** Cultivate novel and interdisciplinary research, scholarship, and creative activities across all levels of the University

**GOAL:** Support and continue to grow our preeminent programs

**GOAL:** Enhance FIU’s and CARTA’s national and global reputation among prioritized rankings, surveys, and metrics (Top 50 Public Rankings)

In support of these institutional goals, the strategic communications shared priorities of CARTA will be to:

1. Celebrate and promote creative activities and scholarly excellence and research in the sciences, humanities, social sciences, the arts and interdisciplinary initiatives that cross boundaries.
2. Elevate themes that highlight our path to creative activities and research preeminence in CARTA frameworks and ecosystems through owned, earned and promoted communication channels.
3. Create and deliver content that showcases the pursuit of discovery and positive contributions to society through stories of personal growth, teaching, research, creative activities, and service.
4. Develop focused distribution strategies for delivering stories across owned, paid, social and earned media to effectively reach and influence peers, ranking voters, and key audiences.

CARTA Tactics

- Develop message points and an elevator pitch to ensure that all internal stakeholders are sharing the same messaging.
- Identify and secure thought leadership opportunities by unit heads and faculty including bylined article creation, blog posts, presentations at conferences and panels
• Generate ad buys in industry publications
• Develop a CARTA podcast
• Create “day in the life” profiles of faculty and professional staff for additional digital content
• Social media engagement by unit heads, faculty and leadership
  Example: Faculty spotlights, etc.
  Target ranking organizations’ criteria (USNWR, QS, THE, and Design Intelligence)

To engage University resources - human, technological and financial - to provide opportunities to establish an agile workforce.

**GOAL:** Establish a flexible workforce structure in support of efficiency, productivity, and retention

**GOAL:** Ensure that all investments are in support of the University and its mission

**GOAL:** Optimize operations and sustainability performance

In support of these institutional goals, the strategic communications shared priorities of CARTA will be to:

1. Promote the values at the heart of the University and College, including service, excellence, honor, diversity and inclusion, free speech, academic freedom, and student self-governance.
2. Focus institutional storytelling so that the College and its respective units and disciplines are better known and valued as an institution that provides an unparalleled student experience that enriches individuals and prepares them for successful careers, to be ethical and contributing servant-leaders, and active, engaged alumni.
3. Celebrate the vibrancy and diversity of thoughts, experiences and backgrounds, and communicate about difficult and shared experiences.

**CARTA Tactics**

• Improve content, structure and branding of the entire CARTA website and sub-webpages.
• Create a more visually appealing infographic representation of CARTA org charts and responsibilities (for web and print).
• Create more opportunities and channels for HR communication to be made readily available to unit heads and faculty and staff
• Create opportunities in CAC meetings to focus on data available to units
• Highlight faculty milestones (e.g., tenure, promotion) through CARTA communication vehicles. Work more closely with CARTA Account Managers to share resources directly with respective units’ colleagues.

2022-2023 Strategic Communication Plan *(updated spring 2023)*
Prepared by the FIU CARTA Office of Strategic Communication + Public Relations

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SMART Objectives for 22-23

To reach the aforementioned institutional and long-term goals, the following short-term strategic communication objectives have been established by unit:

Office of the Dean
- Develop and implement a CARTA Communication Toolkit for use by college-wide communicators by October 1, 2022
- Host bi-weekly student forums with Dean Schriner, starting mid-spring 2023 *(updated from “mid-fall 2022” on 12/1/22)*
- Increase social media engagement across all CARTA related accounts by 25% by July 30, 2023
- Identify and secure three thought leadership opportunities for Dean Schriner by July 30, 2023
- Develop and implement two communication collateral pieces to enhance philanthropy during spring 2023 *(updated from “January 1, 2023” on 12/1/22)*

School of Communication (SOC) *(updated spring 2023)*
- Develop and implement a CARTA Communication Toolkit for use by college-wide communicators by January 9, 2023
- Increase social media engagement across all CARTA related accounts by 25% by July 30, 2023
- Identify and secure three thought leadership opportunities by July 30, 2023
- Develop and implement two branded recruitment items per unit by July 30, 2023
- Produce college-wide and unit specific viewbooks by July 30, 2023
- Develop two school promotional videos by July 30, 2023

Lee Caplin School of Journalism & Media (Caplin School) *(updated spring 2023)*
- Develop and implement a CARTA Communication Toolkit for use by college-wide communicators by January 9, 2023
- Increase social media engagement across all CARTA related accounts by 25% by July 30, 2023
- Identify and secure three thought leadership opportunities by July 30, 2023
- Develop and implement two branded recruitment items per unit by July 30, 2023
- Produce college-wide and unit specific viewbooks by July 30, 2023
- Develop two school promotional videos by July 30, 2023

School of Architecture (SOA)
- Develop and implement a CARTA Communication Toolkit for use by college-wide communicators by October 1, 2022
• Increase social media engagement across all CARTA related accounts by 25% by July 30, 2023
• Identify and secure three thought leadership opportunities by July 30, 2023
• Develop and implement two branded recruitment items per unit by July 30, 2023
• Produce college-wide and unit specific viewbooks by July 30, 2023
• Develop two departmental promotional videos, per unit, by July 30, 2023

The ARTS
• Develop and implement a CARTA Communication Toolkit for use by college-wide communicators by October 1, 2022
• Increase social media engagement across all CARTA related accounts by 25% by July 30, 2023
• Identify and secure three thought leadership opportunities by July 30, 2023
• Develop and implement two branded recruitment items, per unit, by July 30, 2023
• Produce college-wide and unit specific viewbooks by July 30, 2023
• Develop two departmental promotional videos, per unit, by July 30, 2023

College-wide
Provide strategic communications training and consulting for communicators, college-wide, each semester, by July 30, 2023. Inclusive of:
• Digital marketing training and coaching in best practices to elevate the outcomes of the CARTA communications team
• An outside expert’s perspective on the digital marketing competencies of the CARTA communications team, which will include addressing knowledge or technical skill gaps as needed
• Guidance on the shared framework, language and process around CARTA communications and digital marketing and train on its implementation
• Ongoing support to CARTA’s communications strategy leads as they formulate their plans and campaigns.
• The ongoing training and support will have 4 key elements:
  1. Three, 3-Hour Live Training Workshops Per Semester
  2. Ongoing Access to 2 Recorded Courses in Purpose-Drive Marketing
  3. Up To Four Free Seats Per Year in BizHack’s “The Digital Marketer’s Edge” Accelerated Course in Lead Generation
  4. Ongoing Strategic Communications Consulting Calls (3-5 hours per month)

Key Audiences + Primary Stakeholders
Core constituencies are broadly divided into internal and external audiences. Below is an overview of the target audiences within each category. They are not listed in priority order. In some cases, communications activities will focus on specific audiences within each category.

- Current students
- Prospective students and their parents
- Industry + Discipline-specific leadership
- University leadership
- SUS leadership
- Friends of CARTA
- Alumni of CARTA
- CARTA faculty and professional staff
- Volunteers, Patrons, Donors

**Communication Channels**

CARTA utilizes a series of communication channels designed to reach target audiences in the most effective and efficient manner. These include, but are not limited to:

- **Digital**
  - CARTA College and unit webpages
  - Internal and external e-blasts
- **Social Media**
  - CARTA and units specific accounts on Instagram, Facebook, LinkedIn, YouTube, Tik Tok, Twitter
- **Multimedia**
  - Photography
  - Video
  - Dean/Unit specific video messaging
- **Editorial**
  - CARTA News
  - FIU News
  - FIU Magazine
  - South Florida Media Network (SFMN)
- **Publications (Digital + Print)**
  - CARTA and unit specific leaflets/brochures
  - Annual Report
  - Viewbook(s)
  - Catalogs
  - Other collateral materials as needed (recruitment, etc.)
- **Solicitation Campaigns (in coordination with FIU Foundation/Advancement)**
- End-of-year
- Alumni Annual Giving
- Ignite Campaign (Faculty + Staff)
- Advisory Boards
- Give Miami Day
- Other Stewardship messaging / donor relationship building
- Signature Naming Gifts

- Dean and Leadership Speaking Opportunities
  - Dean Letters, Welcome, Event remarks
  - Compass meetings
  - Speaking engagements at community events

- CARTA Faculty/Staff weekly meetings

- Media Relations
  - Press Releases
  - Media Tours + Press Conferences
  - Editorial calendar pitching with mainstream + niche media
  - Op-ed placements

- Advertising (Digital + Print)
  - Billboards
  - Traditional ads
  - Promotional items/Giveaways
  - Terrestrial + Digital buys
  - Social Media

**Signature Activities + Toolkits**

A series of toolkits have been developed in concert with leadership in order to provide a guided path for those who engage in communication efforts for CARTA – and, help achieve an effective, unified visual identity. These toolkits, linked here, address recurring signature programs + events or activities that magnify CARTA’s key messages and align with the framework of the ecosystems. Accompanying each toolkit are checklists and templates for College-wide announcements.

- **Welcome Toolkit** (semesterly – fall, spring, summer) (completed three weeks before the start of a term / uploaded or shared 10 days before a start of a term)
  - Welcome letter from Chair on departmental webpage
  - Welcome letter from Chair sent to student list
  - Welcome message from Dean
  - Message to advisory board and donors from Dean with updates
  - Completion of Dean’s checklist

2022-2023 Strategic Communication Plan *(updated spring 2023)*
Prepared by the FIU | CARTA Office of Strategic Communication + Public Relations
- Social media messaging leading up to start of a term (provide hashtags, images, suggested captions with depts)
- Media experts tip sheet (more appropriate before start of fall, but could happen before each term)
- CARTA news story with tips for a successful semester before the start of each term

• **Commencement Toolkit** (semesterly - fall, spring and summer)
  - Congratulatory letter on dept. pg. by Chair
  - Congratulatory letter sent to students graduating that term
  - Congratulatory message from Dean
  - Message to advisory board and donors from Dean with highlights from the term
  - Social media messaging congratulating students (provide hashtags, images, suggested captions with depts) – ask for student names one month before graduation.
  - CARTA news story with highlights

• **Panther Alumni Week (PAW)** (spring semester, Jan-Feb)
  - Social media posts highlighting alumni in the classroom
  - CARTA news story about PAW

• **CARTA Medallion**
  - Nomination Form
  - Call for Nominations outreach
  - evite design and dissemination
  - Congratulatory message from Dean
  - Stewardship messaging
  - Social Media
    - Messaging congratulating honorees (provide hashtags, images, suggested captions) – ask for honoree headshots, bios, social media handles with nomination confirmation form
    - Dean specific messaging for LinkedIn

• **Hall of Fame** (fall semester)
  - Nomination Form
  - Call for Nominations outreach
  - evite design and dissemination
  - Congratulatory message from Dean
  - Stewardship messaging
  - Social Media
    - Messaging congratulating honorees (provide hashtags, images, suggested captions) – ask for honoree headshots, bios, social media handles with nomination confirmation form
    - Dean specific messaging for LinkedIn

• **Walk on Water** (November)
- Festival of Trees (November)
  - evite design and dissemination in coordination with unit
  - Stewardship messaging
  - Congratulatory message from Dean
  - Social Media
    - Messaging congratulating winner(s) (provide hashtags, images, suggested captions)
    - Dean specific messaging for LinkedIn

- Journalism Day
  - Communication deliverables in coordination with unit
    - Specific messaging to high school leadership, faculty and students
  - Coordinated social media for cross-promotion with participating units
    - Dean specific messaging for LinkedIn

- Lecture Series // Hearst Distinguished Lecture Series + Paul L Cejas Lecture Series
  - Communication deliverables in coordination with respective units
  - Speaker request communication
  - Speaker Welcome Packets
  - evite design and dissemination in coordination with units
  - Stewardship Message from Dean to speakers

- CARTA x Miami Art Week (December)
  - Dedicated communication toolkit inclusive of style guide, sample messaging, social media content, etc.
  - Congratulatory message from Dean
  - FIU News article, pre-and post

- Give Miami Day
  - Social Media (provide hashtags, images, suggested captions)
    - Dean specific messaging for LinkedIn

- Music Festival
  - Social Media (provide hashtags, images, suggested captions)
    - Dean specific messaging for LinkedIn

- Recurring Advisory Board Meetings
  - Welcome messaging with timely highlights from Dean

- Holiday Greetings
  - Curated content by season; highlight reels
  - Stewardship messaging aligned with strategic priorities

- Wertheim Week
• Communication deliverables in coordination with unit
  o Speaker request communication
  o Speaker Welcome Packets
  o evite design and dissemination in coordination with unit
  o Stewardship Message from Dean to speakers

• Conferences
  o Communication micro kits for faculty presenting/participating
  o Coordination with Alumni/Donor Relations on expanded opportunities

• Recruitment-specific (University and College-wide)
  o Event kits inclusive of signage, materials, giveaways, etc., specific to event and respective to audience and discipline
  o Lead capture cultivation in coordination with Student Success Team

• Graduate School Week
  o Student spotlights curated in coordination with graduate program directors
  o Social Media (provide hashtags, images, suggested captions)
    ▪ Dean specific messaging for LinkedIn

• Program Showcases, Tabling Events + Info Sessions
  o Branded event kits inclusive of signage, materials, giveaways, etc., specific to event and respective to audience and discipline
  o Lead capture cultivation in coordination with Student Success Team

• SOA 25 (School of Architecture’s 25th Anniversary)
  o To help celebrate the School of Architecture’s 25th Anniversary, the College of Communication, Architecture + The Arts and its Office of Strategic Communication + Public Relations is proposing the following communication recommendations that promote the School and its work—nationally and internationally throughout the commemorative year, which will run July 2022-July 2023. Throughout the year, we will engage School of Architecture (SoA) stakeholders in the celebration, and highlight the important changes and history-making contributions within the School and its disciplines.

• Football Season
  o Meet n’ Greet kits inclusive of signage, social media templates, photo shot lists specific to hosted guests in Dean’s Football Suite
  o Homecoming engagement

• Performing Arts Season
• eMerge Americas
  o Leverage CARTA x Miami-Dade County partnership to expand activation and thought leadership to showcase how CARTA disciplines intersect with tech and are creating career tech pipeline.

• FIU at 50
  o Align with university programs and themes surrounding 50th Anniversary
• Donor Stewardship
  o Seasonal Communication
    ▪ Gratitude Reports
    ▪ Handwritten notes
    ▪ Phone Calls
    ▪ Personal outreach recognizing donors’ milestones
  o Post-Gift Follow Up
    ▪ Thank You letters
    ▪ New Donor Welcome Packets
    ▪ Phone Calls
    ▪ Impact Statements
  o Create touchpoints for donors to get involved beyond philanthropic gifts.

• Signature national/global events in South Florida that provide an opportunity to tell our story

Implementation Support Activities

The CARTA Office of Strategic Communication + Public Relations (SCPR), in coordination with the FIU Division of Strategic Communications, Government and External Affairs (SCGEA) will engage all communication staff at the central and unit level in the following high-level activities to advance the strategic goals outlined in this document:

Roll out the Strategic Communications Planning Guide – The SCPR will work closely with CAC and communications leads to present the planning guide across all CARTA stakeholders, including the Dean’s Executive Team and other administrators, to promote institution-wide understanding and consistent implementation. School communications leads are the stewards of the strategic themes and key messages in the guide. The expectation is that communications across all School platforms will be developed with these themes and messages in mind.

Conduct a College-wide branding audit – The SCPR team will conduct an audit of all CARTA-related branding and communication. The audit will take into account a representative sampling of core brand channels in play across CARTA and FIU, including web, social and print. In coordination with SCGEA, updates will be defined in areas such as brand hierarchy, digital fonts and colors, accessibility and best practices for visual brand expression on digital devices and popular social channels.

Continuing Education and Support – The SCPR team will leverage professional expertise and outside counsel to build and deliver an ongoing curriculum for all new hires in the purpose-driven digital communications through storytelling framework as well as the CARTA communications goals and strategy. This professional development model will be essential to ensure that everyone has a shared framework and language.
and are all working toward the same goals in an effort to dramatically increase the productivity and effectiveness of the communications team.

**Internal Communications** – The SCPR is focused on strengthening effective, proactive communication with the College’s faculty and staff. The goal is to promote awareness of CARTA initiatives; communicate news, announcements and policies clearly and consistently; and enhance the sense of community. The work is beginning with a needs assessment focusing on administrative communication with faculty and staff, in coordination with unit leads. A key initial component of this effort will be a user survey disseminated in Fall 2022 via the recurring faculty/staff meetings.

**Key Performance Indicators (KPIs)**

As a department, we will measure and evaluate our efforts through a variety of approaches, including:

- Readership analytics, content consumption, viewership, social media influence, engagement and sentiment assessments.
- Assessment of volume and efficacy of communications produced in support of specific priorities outlined in the university’s strategic plan and in the CARTA Strategic Communication Plan.
- Earned media placement and performance.
- Adoption, knowledge and proficiency among community members in core facets of the CARTA brand(s) and communication toolkits.

**Evaluation + Feedback Loop**

In addition to the KPIs, the following qualitative measures will be used to evaluate the effectiveness in achieving the goals of this strategic communications plan:

**Rollout** – Six to 12 months after formal rollout, conduct a qualitative survey of communications team members across the College to determine who used this document, how they used it, and whether they found it useful. Incorporate suggested updates and additions. The survey will also include questions about the effectiveness of, and potential improvements to, the planning guide for time-sensitive communications among other deliverables and channels.

**Analytics + Metrics Monitoring** – Through analysis of performance reports, Google Analytics, social media monitoring and communication data sources, metrics will be reviewed to determine effectiveness, reach and a comprehensive look at the campaign effectiveness.
Branding audit – Qualitative and implemented once the audit is completed and plan is rolled out. The SCPR team will collect information about the effectiveness of the updated brand standards and toolkits in coordination with each unit and its respective communication lead/team member.

Time-sensitive communications – Measure effectiveness of our time-sensitive communications by monitoring feedback from the CARTA stakeholders and community through social media, email and other channels and make the necessary adjustments to improve procedures for more timely and accurate communications.

Internal communications – Conduct periodic surveys of CARTA faculty and staff to ensure that they are receiving timely and relevant information about the College through the most effective channels. Adjust internal communications plans as needed.

Communications Leads

In developing targeted, micro communications plans, individuals and departments should coordinate with the communications lead within their School or division—typically the communications account manager, in coordination with unit leadership and the SCPR department. Below is a list of communications leads at each unit (as of fall 2022).

<table>
<thead>
<tr>
<th>Unit</th>
<th>Lead</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Communication, Architecture + the Arts</td>
<td>Brian Schriner</td>
<td>Dean</td>
<td><a href="mailto:schriner@fiu.edu">schriner@fiu.edu</a></td>
</tr>
<tr>
<td>Office of Strategic Communication + Public Relations</td>
<td>Heather Radi-Bermudez, APR</td>
<td>Director</td>
<td><a href="mailto:hradi@fiu.edu">hradi@fiu.edu</a></td>
</tr>
<tr>
<td>Office of Strategic Communication + Public Relations</td>
<td>Hansel De Haro</td>
<td>Web Developer</td>
<td><a href="mailto:hdeharo@fiu.edu">hdeharo@fiu.edu</a></td>
</tr>
<tr>
<td>Office of Strategic Communication + Public Relations</td>
<td>Zion Sealy</td>
<td>Jr. Account Manager</td>
<td><a href="mailto:zsealy@fiu.edu">zsealy@fiu.edu</a></td>
</tr>
<tr>
<td>Office of Strategic Communication + Public Relations</td>
<td>Rachel Vanderford</td>
<td>Content Strategist</td>
<td><a href="mailto:rvanderf@fiu.edu">rvanderf@fiu.edu</a></td>
</tr>
<tr>
<td>Office of the Dean</td>
<td>Margarita “Maggie” Salas Amaro</td>
<td>Account Manager</td>
<td><a href="mailto:msalasam@fiu.edu">msalasam@fiu.edu</a></td>
</tr>
<tr>
<td>School of Communication</td>
<td>Jordan Basadre</td>
<td>Account Manager</td>
<td><a href="mailto:jbasadre@fiu.edu">jbasadre@fiu.edu</a></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Lee Caplin School of Journalism &amp; Media</td>
<td>TBD</td>
<td>Account Manager</td>
<td></td>
</tr>
<tr>
<td>School of Architecture</td>
<td>Emmanuel Cabrera Munoz</td>
<td>Account Manager</td>
<td><a href="mailto:emcabrer@fiu.edu">emcabrer@fiu.edu</a></td>
</tr>
<tr>
<td>School of Architecture</td>
<td>Charlotte Raynaud</td>
<td>Team Member</td>
<td><a href="mailto:craynaud@fiu.edu">craynaud@fiu.edu</a></td>
</tr>
<tr>
<td>The ARTS</td>
<td>Jessica Delgado</td>
<td>Account Manager</td>
<td><a href="mailto:delgadoj@fiu.edu">delgadoj@fiu.edu</a></td>
</tr>
<tr>
<td>The ARTS</td>
<td>Michelle Vires (The Wertheim)</td>
<td>Team Member</td>
<td><a href="mailto:mvires@fiu.edu">mvires@fiu.edu</a></td>
</tr>
<tr>
<td>The ARTS</td>
<td>Ivan Lopez (Theatre)</td>
<td>Team Member</td>
<td><a href="mailto:irelopez@fiu.edu">irelopez@fiu.edu</a></td>
</tr>
</tbody>
</table>
EVENT TEAM MEMBERS

Question #5: Who will be responsible and accountable for assisting the Event Leader? You can’t do this alone!

The Event Leader must assemble an interdisciplinary team of professionals, and each must have a clearly defined role and accompanying responsibilities.

POTENTIAL EVENT LOGISTICS + ASSIGNED TO TEAM MEMBERS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Personnel Responsible or N/A</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing The Event (Event Leader)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirming Budget Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing The Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing Funding Sources (Sponsorships)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing All Graphic Design Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sending The Event’s Save-The-Date</td>
<td></td>
<td></td>
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<tr>
<td>Sending The Event’s Invitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing CARTANews Stories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementing Digital + Social Media Campaigns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displaying Event Signage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generating Pre + Post-Event Publicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinating With The Office Of The Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinating With The Office Of The President</td>
<td></td>
<td></td>
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<tr>
<td>Coordinating With The Office Of The Provost</td>
<td></td>
<td></td>
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<tr>
<td>Coordinating With The Office Of External Relations</td>
<td></td>
<td></td>
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<tr>
<td>Coordinating With The Office Of Donor Relations</td>
<td></td>
<td></td>
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<tr>
<td>Coordinating With The Office Of Alumni Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinating With The Office Of Facilities Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing A Photographer and/or A Videographer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing The Event’s Guest List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining The Event’s RSVP List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorating The Venue/Signage</td>
<td></td>
<td></td>
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<tr>
<td>Staffing The Welcome and/or Registration Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordering The Catering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordering Tables</td>
<td>Chairs</td>
<td>Linens</td>
</tr>
<tr>
<td>Briefing Dean Prior To The Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Briefing University Leadership Prior To The Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirming Volunteers and Paid Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirming The Emcee Or The Host Of The Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirming The Speaker(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirming Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordering Audio Visual Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securing Clean-Up After The Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Thank You Letters To Participants + Attendees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AUDIENCE | ATTENDEES | GUEST LISTS

Question #6: Who are the primary audiences you want/need to engage with and why?

Number of Attendees

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;50</td>
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</tr>
<tr>
<td>51-100</td>
<td></td>
</tr>
<tr>
<td>101-150</td>
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<tr>
<td>151-200</td>
<td></td>
</tr>
<tr>
<td>201-250</td>
<td></td>
</tr>
<tr>
<td>250+</td>
<td></td>
</tr>
</tbody>
</table>
EVENT BUDGET | P+L

Question #6: How much will the event cost and do you have sufficient approved budget?

Before confirming your event, you must determine (a) how much the event will cost, and (b) secured all necessary budget approvals.

**SAMPLE OF ANTICIPATED COSTS VS PREDICTED REVENUES**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>$ Estimated Expenses</th>
<th>Revenue Type</th>
<th>$ Estimated Revenues</th>
<th>$ P</th>
<th>(L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td></td>
<td>Tickets</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Parking Fees</td>
<td></td>
<td>Sponsorships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Staffing</td>
<td></td>
<td>Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Note Speaker(s)</td>
<td></td>
<td>Budget From Unit</td>
<td></td>
<td></td>
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<tr>
<td>Entertainment</td>
<td></td>
<td>Budget From CARTA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and Beverage</td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td>Plants</td>
<td>Signage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tables</td>
<td>Chairs</td>
<td>Linens</td>
<td>Utensils</td>
<td></td>
<td></td>
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<tr>
<td>Audio Visual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Graphic Design</td>
<td></td>
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<tr>
<td>Printing</td>
<td></td>
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<tr>
<td>Advertising</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Other</td>
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<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Internal and external sponsorships should be the primary source of funding for events. To facilitate your identifying and soliciting internal and external sponsors, please consult with Oliver Ionita, CARTA Sr. Director of Development, and Maria Claverie, CARTA Assistant Director of Alumni Relations.
- If you are an Associate Dean, Assistant Dean, School Director, Department Chair and/or Center Director with initiating signature budget authority for an E&G, Auxiliary, and/or a Foundation account and the account has sufficient funding, you do not need permission to host your event.
- If you do not have initiating signature budget authority and/or you need to request incremental funding to support the event, you must first consult with Rashida Taylor, CARTA Director of Finance, prior to confirming the event.

COMMUNICATIONS PLAN

Question #7: Do you have a pre-event, event, and post-event communications plan?

Because of the ever-increasing competition of events within the College, on campus, and in the community, it’s essential you develop a comprehensive communications plan that addresses pre-event communications and publicity; event-day photography, videography, and signage; and post-event communications and publicity.

You will, most likely, also need to secure the expertise of a graphic design team to prepare communications materials for your event. Typical materials include, but are not limited to, Save-the-Date, Flyers, Posters, Invitations, Webpage Design, E-Communication Blasts, Programs, and Event-Day Signage. You should make this contact early in the event planning process as these items take time to design and to be approved.

The Office of the Dean has a communications team of professionals that can assist you; however, you also have the option of designing your own materials, contracting with CARTA’s [FIU By Design](#), or contracting with an outside, approved vendor.

**Whichever communication / design service you choose to utilize for your event, the final design must be consistent with the University’s brand and the materials all must be approved by Heather Radi-Bermudez, CARTA Director of Communication, and/or the Dean, as appropriate, prior to distribution.**
Events are effective ways of engaging the community and showcasing and celebrating the talents, expertise, and accomplishments of our students, professional staff, faculty, and alumni.

Events are, however, very difficult to organize and even harder to execute; therefore, they require accountable leadership and collaborative teamwork to be successful.

A well-planned and attended event reflects positively on everyone. A poorly planned or attended event can, unfortunately, significantly harm our reputation and brand.

Therefore, as Dean, I prepared this worksheet and series of questions to assist us effectively plan and manage events within the College, thus minimizing our risks and maximizing our benefits.

**EVENT LEADER**
Question #1: Who will be responsible (accountable) for the event?

The Event Leader is the colleague who will be responsible for planning and managing the event. As such, all questions regarding the event are to be fielded and addressed by the Event Leader.

The Event Leader ensures the event’s success by (1) planning early, (2) assembling an interdisciplinary team of experts, and (3) approving the event’s purpose, date, time, venue, programming, guest list, budget, funding sources, and communications plan.

Event Leader____________________________________ Email ______________________________  Phone ________________

**EVENT CONCEPT**
Question #2: What is the primary purpose for the event?

**STRATEGIC IMPORTANCE**
Question #3: How does the event specifically support CARTA’s 2025 Strategic Plan and Accountability Metrics?

**EVENT LOGISTICS**
Question #4: When and where will the event take place and why?

Selecting an appropriate date, time, and venue for an event are all critical for an event’s success. Is the date/time/venue appropriate and convenient for the intended audience? In addition to considering national and religious holidays when selecting a date for your event, please consult the University’s calendar of events. Is your event competing with other events for the same audience? For media attention?

Additionally, if the President or the Provost is to be invited to the event, the Dean must be available to attend as well. Please consult calendars before confirming the date/time/venue.

- Date ________________  Time _________ am/pm to _________ am/pm
- Venue __________________________________________________________________________________________
**EVENT TIMELINE AND CHECKLIST**

**Question #8: Are we thinking ahead and providing ourselves with enough time to ensure our event is successful and contributes to our strategic goals and priorities?**

**At Last Two-Three Months From The Date Of The Event**
- Identify Event Leader
- Identity Event Team Members
- Meet To Review The Event And Delegate Tasks

**Six Weeks From The Event**
- Secure Graphic Design Services

**One Month From The Event**
- Confirm All Vendors
- Confirm Venue, Date, and Time
- Confirm Event Staff and Volunteers
- Confirm Budget
- Confirm Funding Sources
- Confirm Dean’s Participation and/or Attendance
- Confirm President’s, Provost’s and/or Dean’s Participation and/or Attendance
- Process Financial Paperwork If Vendors Need To Be Paid The Day Of The Event
- Distribute Save-The-Date

**Three Weeks From The Event**
- Distribute Invitations With RSVP Information
- Publish A CARTA News Story Previewing The Event And Including the Save-The-Date
- Begin Social Media Campaign
- Develop Web Presence and/or An Event-Specific Webpage

**Two Weeks From The Event**
- Re-distribute Invitations With RSVP Information To Those Who Have Not Yet Responded
- Enhance Social Media Campaign
- Author An FIU and/or External Media Placement Of The Event
- Begin Making Personal Phone Calls and Sending Email Messages To Key Invitees Who Have Not Yet Responded

**One Week From The Event**
- Submit Initial Briefing to the Office Of The President, Office Of The Provost, and/or Office Of The Dean as required
- Re-distribute Invitations With RSVP Information To Those Who Have Not Yet Responded
- Continue Making Personal Phone Calls and Sending Email Messages To Key Invitees Who Have Not Yet Responded
- Enhance Social Media Campaign
- Reconfirm All Vendors
- Reconfirm Event Staff and Volunteers
- Reconfirm Funding Sources
- Reconfirm All Vendors Financial Paperwork Is Processed
- Reconfirm Dean’s Participation and/or Attendance, If Requested.
- Reconfirm President’s and/or Provost’s Participation and/or Attendance, If Requested.

**One Day Prior To The Event**
- Submit Final Briefing to the Office Of The President, Office Of The Provost, and/or Office Of The Dean As Required.
- Send Reminder To Confirmed and/or Non-confirmed Attendees

**Day of Event**
- Display Signage
- Finalize All Preparations
- Have A Contact List Of All Relevant Participants, Catering, and Facility Contact Information With You At All Times
- Arrive Early To Make Sure Everything Is Prepared For The Event And All Equipment Is Working Properly
- Welcome Guests As They Arrive

**Post-Event Responsibilities**
- Write Thank You Notes To All Sponsors And Volunteers
- Process Any Remaining Financial Paperwork
- Meet With Your Event Team Members To Evaluate The Success Of The Event