



The Services of Student Services

Student Services exists to help you solve problems.

Services

- General inquiries and campus main phone line
- Space reservation
- Advertising: TV slides, 11x17 posters, King's Weekly, Events Calendar, and Virtual Student Center webpage
- Lost-and-Found
- King's Gear

Forms

- Found on tkc.edu > News & Events > Event Services
- [Space Reservation Request Form](#)
 - [Event Services or Announcement Request \(ESAR\) Form](#)
 - [Visiting Guest Form](#)
 - [Guest Speaker Information Form](#)

Service Reminders

Space Reservations

- Use this to reserve a physical classroom/conference room, a virtual meetings room, or a hybrid of both.
- **Check that the room is available before filling out the form.**
- Requests must be sponsored by a staff, faculty, or student org exec member.

Advertising (TV slides, 11x17 posters, Events Calendar, Virtual Student Center)

- For best service, all advertising must be submitted by **Monday night the week before your event**. This allows ample time to correct any errors and sync our systems to best prioritize and advertise each event.
- TV slides must be submitted as **JPEGs** with a pixel format of **1920 x 1080**. We do not accept other formats.
- Nothing can be advertised on campus without the approval of Student Services.
- For events, you must first reserve a space and receive approval before requesting advertising.

King's Weekly

- Emailed every Sunday evening, please submit an Event Services or Announcement Request (ESAR) form by Monday night to be included in following Sunday's KW email. If you do not have all your information by Monday, please submit your request and note that you will email your information by Wednesday evening. For example, if you event is on Friday, October 16, you must submit and ESAR by Monday, October 5, to be advertised on campus.
- Event announcements are run the week of your event in the Events This Weeks section with your event title, time, location, and a short description. To be included in the Announcement section, an event-related announcement must include an action item aside from a call to RSVP. For example: looking for Open Mic Night sign-ups.
- Long term announcements will be included the first week then run based on slot availability.

Lost-and-Found

- Items left at Student Services will be donated after one month.

Contacts

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- **Serena Tuomi**, Senior Student Services Representative
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King's Weekly inquiries

- **Student Services**
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General inquiries, lost and found
- **Event Registration**
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Space reservations and advertising inquiries