



## **Marketing & Communications Department Services and Guidelines**

2009-2010

# Services

## Event Planning & Coordination

- Room reservations
- Table reservations
- Full-service catering options
- CLE accreditation
  - For certificate information please see the COL website – [law.depaul.edu/cle](http://law.depaul.edu/cle)
- Online calendar
- Event registration
- Student training on catering, reservation systems

For event-related services, please contact:

Nicole Pinkey

Phone: 312.362.6229

E-Mail: [npinkey@depaul.edu](mailto:npinkey@depaul.edu)

## Creative Project Development

The Marketing & Communications Department offers a full range of services for print and multimedia projects. We will recommend appropriate formats and media for your project and will work with you to develop a production schedule that meets your needs.

From creation to editing to design, we can assist you with projects that include, but are not limited to:

- Event materials, production and distribution
- Center, institute or program identity and messaging
- Print collateral design and production
- Graphic design
- Web site design
- Database development
- Usability solutions

To discuss starting a project or additional creative services, please contact:

Kortney Moore (print projects)

Phone: 312.362.5134

E-Mail: [kmoore18@depaul.edu](mailto:kmoore18@depaul.edu)

Dennis Stone (Web projects)

Phone: 312.362.5926

E-Mail: [dstone@depaul.edu](mailto:dstone@depaul.edu)

## **Additional Solutions**

In addition, the Marketing & Communications Department provides information and/or assistance in setting up the following services:

- Photography

### **Professional Photography**

The Department can assist you in finding a professional photographer for events and other functions. The cost of an average 2-hour session generally ranges from \$375 to \$400 for the photographer's time, parking expenses and processing. Typical rates are as follows:

2-hour minimum	\$250
Half Day	\$450
Full Day	\$850
+ parking and photo processing	

If you are interested in booking a professional photographer for your event, please contact:

Debbie Howard  
Phone: 312.362.5928  
E-Mail: [dhoward@depaul.edu](mailto:dhoward@depaul.edu)

### **Digital Camera**

*The Department does not have a staff photographer.* You may, however, request to use one of our digital cameras for events and other photography needs. If you choose to take your own photographs, high-resolution digital images (300 dpi) must be submitted for use in College of Law publications.

To reserve a camera, please contact Aileen at least 48hrs before the event.

Aileen Corvera  
Phone: 312.362.6775  
E-Mail: [acorvera@depaul.edu](mailto:acorvera@depaul.edu)

- Audio/Visual

To request A/V equipment and set-up for an event please contact:

Tony Cartolano  
Phone: 312.362.8123  
E-mail: [acartola@depaul.edu](mailto:acartola@depaul.edu)

## M&C Staff

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Communications Specialist

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### **Nicole Pinkey**

Special Events Coordinator

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Phone: 312.362.6229

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*The Marketing & Communications Department reserves the right to amend these guidelines.*