

Announcement and Tabling Policy

As Chi Alpha Christian Fellowship at the University of Virginia has grown the number of announcements have also grown. In order to have a more streamlined Monday Night Live we will be implementing the announcement policy as follows starting academic year 2010-2011. It should also be noted that the staff already puts much consideration into what announcements and events the whole fellowship can get behind.

In order for an announcement to be made at Monday Night Live the request must be made a full week in advance. These requests can be made in email or printed out fashion and given to any full time staff member. We ask that requesters consider first whether or not their event conflicts with another Chi Alpha event before requesting. Also, we ask that there be no solicitation for money outside of the Chi Alpha meeting. There are too many worthy causes for us to begin to accept them.

In order for the request to be considered the requester must be involved in a Chi Alpha Core Group and they must fill out the form below.

The requests must include:

Name of the person requesting

Name of event

Sponsor of event (organization or CIO)

Date/Time of event

Date to be announced

Announcements will be made only once for each event. They will not be made multiple weeks. This being said, the requester may rank the weeks in which they would like their announcement to be made but the final decision will be up to UVA staff.

Video announcements must be turned in by the Friday before the MNL of the announcement.

Chi Alpha staff reserves the right to turn down any announcements or make the announcement for the requester.

Name of the person requesting and his/her contact information: _____

Name of event: _____

Sponsor of event (organization or CIO): _____

Date/Time of event: _____

Date to be announced: _____