

# TULANE TUESDAY

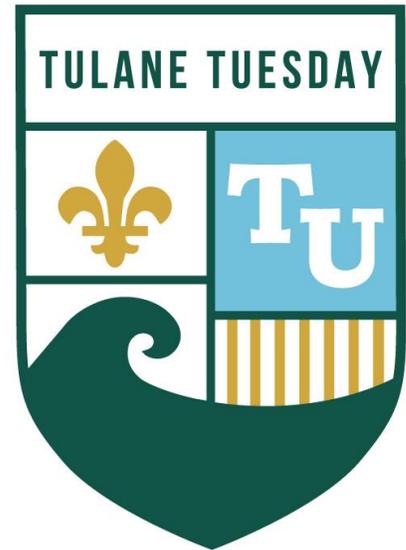
## ABOUT

The Tulane Tuesdays program is an initiative by the Lavin-Bernick Center for University Life that was first implemented in 2017-2018. The program series is focused on building spirit and affinity for the Tulane community.

Tulane Tuesday is a weekly event each Tuesday from 11AM-1PM celebrating Tulane and the pride we have for being members of the Green Wave. Each week, members of the Tulane community wearing Tulane gear in the LBC between designated hours will be treated to something special.

## BE A CO-HOST

Hosting one of our many Tulane Tuesday events is a great way to interact with the Tulane community. At Tulane Tuesdays, hosts have the opportunity to interact directly with hundreds of students each event and spread the word about services, upcoming events, or resources. A few notes about hosting...



- Selecting a Date –
  - **SCHEDULE EARLY.** We encourage you to reach out regarding your desired date early as we often working 6-8 months ahead to secure our hosts, finalizing the Fall semester calendar in July and the Spring semester calendar in November.
  - **PICK WISELY.** It is helpful to consider what else is happening in your area when selecting dates and schedule accordingly. Make sure you are not overscheduling yourself but consider selecting a date near an application opening/closing or a major event that you might be interested in promoting at the event.
- Pick your Treat or Giveaway –
  - **GET CREATIVE.** Consider brainstorming something that you have not seen recently or something unique. Maybe consider something that ties nicely with your department or the initiative you are promoting (example, Guac 'n Roll Wave Avocado Toast to celebrate the WTUL radio station rock 'n roll marathon event). Need help? We will help brainstorm or offer suggestions!
  - **DON'T FRET THE BUDGET.** The Lavin-Bernick Center will cover the cost of the treat up to a certain dollar amount and will manage any contracts, orders, and payments.
- Prepare for your Big Day –
  - **SCHEDULE YOUR STAFF.** We encourage folks to consider staffing availability early to ensure staff is available, ideally 2 or 3 staff at any given point during the event. **Make sure to mark your calendar to be at the LBC Booths for setup at 10:30AM until 1:15PM for cleanup.**
  - **SELECT YOUR MATERIALS.** Determine if your team wants to distribute any materials alongside the giveaway. Consider checking in with Katie a few weeks before your event to get the most recent attendance numbers as you prepare.
- Running the Event –
  - **CHECKING IN & TRACKING LOYALTY.** The day of the event, our staff will take on the responsibility of checking students in and managing loyalty tracking. *If you need the list of attendees or the count for your own records, request it from Katie at [kcannell@tulane.edu](mailto:kcannell@tulane.edu)*
  - **DISTRIBUTING TREATS.** Your staff has the fun role of distributing the giveaway and sharing any other materials for the day.

Follow us on Instagram at @tulane.lbc, like Tulane LBC on Facebook at Facebook.com/tulane.lbc, or keep your eye on WaveSync to find out about upcoming events!