



## Office of Marketing and Communications

### College Policies & Guidelines

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- Parking
- Media-related requests
- Filming or photography on campus
- Photo requests
- College calendar event posting

#### **Parking**

Parking arrangements can be made for news media covering stories on the Centenary College campus. Contact the Office of Marketing & Communications at 318.869.5073 for assistance. For after hours events, call the Department of Public Safety at 318.869.5000.

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#### **Media-Related Requests**

The Office of Marketing & Communications serves as the liaison between the media and the College. The Director of Marketing and Communication supports the administration, faculty, staff, students and alumni of Centenary College.

Regular media relations hours are 8:00 a.m. until 5:00 p.m., Monday through Friday and around-the-clock for emergency situations.

For after-hour inquiries or emergencies, please call the Department of Public Safety at 318.869.5000. All media inquiries should be directed to media relations. News media should contact the Office of Marketing & Communications for assistance in facilitating interviews.

For all media queries, please make sure to include your deadline, topic, media outlet and the best way to reach you. Media questions should be directed to:

Rick DelaHaya  
Director, Marketing & Communications  
318.869.5073  
E-mail: [rdelahaya@centenary.edu](mailto:rdelahaya@centenary.edu)

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#### **Filming or Photography on Campus**

News media are welcome to shoot video and still photography in most outdoor areas of the Centenary College campus. Permission to shoot inside academic and administrative buildings is

required in most cases. For permission, contact the Office of Marketing & Communications at 318.869.5073.

For any one interested in filming or taking commercial photos on campus, please send an e-mail request to the Office of Marketing & Communications at [news@centenary.edu](mailto:news@centenary.edu).

Please provide:

Your name

Contact information including e-mail and telephone number

Company affiliation

Brief description of what you would like to film or photograph

The Department will review your request and if approved, contact you with further instructions.

**All requests should be placed at least one week prior to the planned activity.**

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### Photo Requests

Photos taken at College-sponsored events are managed by the Office of Marketing & Communications. Please contact Sherry Heflin at [sheflin@centenary.edu](mailto:sheflin@centenary.edu) to request copies of archived photos. Photo credit should be given to the Office of Marketing & Communications or *Centenary News Service* whenever photographs are used in publications or online.

Photo shoots of Centenary events can be requested by submitting a graphic support [request form](#). The Office of Marketing & Communications will organize photo shoots based on priority and the availability of staff photographers. Time constraints may prevent some requests from being fulfilled.

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### College Calendar Event Postings

The online calendar at Centenary College is intended for publication of College events only. These include events sponsored by any Centenary College department, school or organization. All events should be submitted three weeks in advance of the scheduled event. Use the [online calendar form](#) to submit event information. When providing contact information, please provide a Centenary telephone number or e-mail address. For questions or comments, please contact the Calendar Administrator at [webdev@centenary.edu](mailto:webdev@centenary.edu).

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### Marketing & Communications

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