

Rodriguez, Marcus

From: Salazar, Gustavo <GSalaz13@calstatela.edu>

Sent: Monday, March 4, 2019 12:43 PM

To: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>

Hi Marcus,

Below is my project list for March, let me know if you need anything else.

Graphics:

- Health Center Brochure for Wellness Fair
- New Student Reps business card setup
- Student Leader Election: Second round of publicity focusing on voting.
 - Large kiosk banners, A-frames, door hangers, and large 31x41 rolling signage.
 - UT preparation for platforms
- Earth Day Marketing campaign setup
- Women Appreciation Advocacy day campaign
- ASI Referendum – Poster layout.
- Basic Needs Resource Fair Campaign
- An Evening with DR. Sengupta Campaign
- Food Culture Day
- HHS Olympic Games
- 10th Annual Earth Day Celebration
- Resource Center Info Night
- NSS alumni Panel
- Graduate Student & Faculty Recognition Reception Booklet
- CSSA weblink, form and campaign
 - Setting up CSSA webpage with new integration for schedule.
 - CSSA Nametags
 - CSSA Step and Repeat
- Working on fall 2019 social media campaign layouts.

Admin:

- Promote Graphic Designer position
- Setting up 2020 budget requests.
- Working on summer 2019 promo for new candidates
- Update ASI Studio 47 Inventory
- Analytical reports for social media & web pdf
- Creating new application form for fall 2019 election.
- Setting up second round of Calendar of Events Distribution schedule for Thursday March 7.
- CSSA Promotional Items – waiting for delivery
- Web Backup
