Hamilton County Marketing Guidelines

You are our biggest asset in marketing Ivy Tech Hamilton County.

These guidelines are designed to help you understand and utilize the Hamilton County Marketing & Communications website .

1. Please follow, like and share our social media posts and kindly refrain from negative interactions.
2. My expectation is to meet with every person and new hire at Ivy Tech Hamilton County, to share marketing best practices
3. We follow Ivy Tech systems office marketing guidelines- flyers and creatives must be submitted for approval.
4. I welcome marketing ideas and stories. We do many great things and I need your help sharing it with the community.
5. When making requests be mindful of your budget
6. If you have a question or want to talk a project through, let's schedule a time to meet.

Use the Request a Website update button

 For basic changes to web pages including contact changes, adding attachments, updates to location drop downs, news and events . Please use this form. If you need a new webpage created, please reach out to me directly at mpruitt46@ivytech.edu

Use Submit for Internal Communications Button

Use this form to submit requests for approvals of materials, campus TV monitors, pictures for social media posts and/or MyIvy events calendar.

Use the Request a Project Button

Use this form to request any item for a marketing/communications project or campaign. This includes all printed items, graphics or any other campaign materials. Example: You have a new program or training that needs to be promoted. Here's where to start.

- All fields are required to ensure the best understanding of your request.
- Please provide 1-2 weeks lead time

Use the Share a Success Story Button

To help us celebrate the success of our local students/alumni, and share the impact Ivy Tech has on individuals in our community, please help us collect exceptional stories about our students and alumni! This will help us showcase our programs, build our brand, and boost enrollment. For questions or more info about this, please contact me at mpruitt46@ivytech.edu

*to share we need a signed video / photo consent. You can find a link to the consent form in the Helpful Resources section on this page.