**Sample Broadcast Messages for Campus Events**

Remember, **quick timing** and **accurate information** is critical to keeping your community safe during sports games, student performances, career fairs, and more. We have provided sample broadcast messages on Page 2. However, if you are drafting your own broadcast messages, consider the following questions:

* **Who** – Know the audience you are trying to speak to *(i.e. people on campus? people leaving campus to vote? everyone?)*
	+ - *Also provide any campus-specific phone numbers or contact information (i.e. contact campus security at [insert phone number])*
* **What** – Be clear in what you are trying to communicate *(i.e. changed event location)*
* **When** – Provide time information, if possible *(i.e. the football game will begin at 2:00 PM EST on South Field)*
* **Where** – Include any relevant location information, especially if you have multiple campuses, satellite locations, or commuting students and faculty. *(i.e. Main Campus classes are cancelled today for the day-long student conference and career fair)*
	+ - *Consider using geo-fencing to help with communicating location-specific messages! Note: users must have their location services enabled to receive a geofenced broadcast message.*

Prompt, accurate, and information-driven broadcast messages are powerful tools in moments of uncertainty. Make your campus community a safer place to work, learn, and live with informative broadcast messages.

See below for sample messages you can send using Broadcast before and during large events.

**General Event Information:**

“Today is [Campus Event]! All attendees can pick up name tags and schedules from the Check-In desk in the Student Center. Please report any safety questions or concerns on LiveSafe. Be safe!”

“[Campus Event] will begin today at 10:00 AM EST. [Campus Location] students can find schedule and location information here [Hyperlink to PDF or URL]. Remote students can find live streaming information here [Hyperlink to PDF or URL]. Please submit any event questions or safety concerns using LiveSafe Tip Submit. See you soon!”

“Event Update: [Campus Event] location has been changed from Location to Location. Any further updates will be shared using LiveSafe.”

“[Campus area] will be closed today for Commencement. A detailed schedule can be found at [link].”

**Return-to-School Event Notifications:**

“Reminder: Before [Campus Event] tomorrow, be sure you fill out [Required Paperwork] and [Submit COVID Test/Proof of Vaccination] at the link in your event email. Questions? Let us know via LiveSafe Tip Submit.”

“Unsure about new campus event procedures? Look in the Resources section of the LiveSafe Mobile App for information about large event health policies, upcoming event information, and more. Reach out to your academic advisor or submit a LiveSafe tip if you have any questions.”

“COVID-19 testing is available in [Campus Building] from 11:00 AM EST to 4:00 PM EST. Please report any questions or concerns using the LiveSafe Mobile App. Welcome back!”

**Other General Messages:**

“Safety is a shared responsibility. See something suspicious or concerning? Send in a tip, anonymously if you choose, via LiveSafe app or call Campus Security at [insert phone number].”

“The Library Elevator is currently out of service. Elevator technicians are currently on site and they estimate that it will be fixed by 11:00 AM EST. If you are unable to take the stairs, Library Staff can direct you to the Service Elevator. Updates will be shared as they come in.”

“See a safety hazard? Notify the right people via the LiveSafe App about these and any other safety and security incidents you see so no one gets hurt. Stay safe!”

“If you have any COVID-19 symptoms or questions, please visit the health center at [location] or contact them at [insert phone number].”

“Reminder: All students, faculty, and staff must wear face coverings in [Main Campus] buildings. Learn more about updated health policies at [link]. Questions? Reach out to your dean or submit a Tip using the LiveSafe Mobile App.”