

Sample Outreach Calendar

Type of Outreach	Number Reached	Content	Audience
General outreach email / monthly bulletins	8 rounds (Sep - Nov), 500-5,000 contacts each, including student organizations or listservs	 Contest info Category overviews Upcoming events 	 Eligible campus departments and centers Student groups Partners & sponsors Interested students Past winners Judges & mentors General interest
Category outreach email	3 rounds (Sep - Oct), 800 departments & 850 past winners each	 Contest info Category-specific requirements Upcoming events 	 Eligible campus departments and centers Student groups Past Winners
Central campus communications email	1 round (Sep - Oct)	 Request to promote on respective campus 	 Eligible central campus communications
Partner promotion email	4 rounds (Sep – Oct)	• Detailed instructions for contest promotion on each respective campus	 Partners & Sponsors UC System Blum Centers HESN Development Labs
Faculty promotion email or class announcements	3 rounds (Sep-Oct) ~150 professors/classes & ~6,000 students reached	 Request to make a class announcement or have professors share info with students 	 All eligible campuses Entrepreneurship or category-focused classes and faculty
Event announcements	~20 events (Sep - Nov)	 General contest info Judge & mentor recruitment 	 UC Berkeley/ Bay Area events related to innovation, entrepreneurship, or categories
Twitter & Facebook	~120 posts (Sep - Nov), 1 targeted Facebook ad: ~6,000 audience reached	• General contest info	 All eligible campuses Partners and Sponsors Interested Students Past Winners General Public
Posters	8 rounds - UC Berkeley, 2 rounds - other campuses	 Category strips poster Events posters 	All eligible campuses
Dining hall table tents	1 round / 3 weeks	Quarter sheet handouts	• UC Berkeley