**PurplePost**

Purplepost.wiu.edu is WIU’s social media network for Registered Student Organizations (RSOs). PurplePost is an important tool for effective communication throughout your organization. On PurplePost, RSOs can update rosters, advertise events, log service hours, create forms for membership, and archive important documents. Online video tutorials are available to teach you about all the great options PurplePost has to offer.

**Graphic Support**

RSOs have access to graphic support students (based in the Office of Student Activities) who can design posters, logos, t-shirts, and more. A request form is available in the OSA and should be completed at least two weeks before the design is needed.

**Contact:** 309.298.3232

**Document and Publication Services**

DPS can print quality publications for your RSO. DPS promises services “from concept to delivery”, which includes everything from design and layout to copying, finishing, and mailing. DPS is located on Western Avenue past Thompson Hall and Physical Plant. Services rendered can be charged to university accounts. To place an order visit DPS in person (Mon-Fri 7:30am-4:30 pm) or go to their website.

**Contact:** 309.298.1000

**Sodexo Catering**

Catering is available for events on campus through Sodexo with a wide range of menu options. Rooms should be reserved prior to placing a catering order at least two weeks prior to the event. Once an order is placed, a contract will need to be signed and a final count of attendees will be needed 72 hours before the event. Sodexo Catering must provide all food and beverage service in the University Union and Residence Halls.

**Contact:** 309.298.1292

wiu.edu/dining

**Transportation Services**

RSOs can utilize university vehicles for travel, but university employees (not undergraduate students) must drive the vehicles. Vehicles can be requested online and approval will be granted through email. All drivers must present email confirmation prior to picking up the vehicle. Fees will be billed to university accounts: sedan $.46/mile; minivan $.50/mile; 15 passenger van $.60/mile.

**Contact:** 309.298.1100

wiu.edu/transportation

**Union Service Center**

The Service Center is the spot where you can send a fax, deposit money or pay a bill on your RSOs university account, reserve a cash box, cash a check, or reserve a hotel room.

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*RSO-Registered Student Organization

For More Advisor’s Guides To, please visit wiu.edu/soc