

# Schedule 7:

## Union Communications and Publications

*As of 16 May 2023*

### TCDSU Constitution 9.7

#### **9.7.1 Management of Schedule 7**

- a) The Communications & Marketing Officer shall be responsible for the management of Schedule 7.

#### **9.7.2 Content of Schedule 7**

Schedule 7 shall contain:

- a) A list of Union communication media and publications with a description of each.
- b) A list of people responsible for each medium and publication.

### Union Communication Media and Publications

#### **Publications**

- The University Times and associated magazines.
  - a) An editorially independent broadsheet printed every three weeks during the undergraduate academic calendar. It also has an online presence on [www.universitytimes.ie](http://www.universitytimes.ie)
  - b) Produced independently by the Editor of the University Times. The TCDSU Sabbatical Officer Board/Staff have no input into its content, as per [10.1 TCDSU Constitution "The University Times and TCDSU"](#).
- The TCDSU Diary
  - a) One of our oldest publications - the TCDSU diary is produced every year and is distributed during Freshers' Week. It functions as a diary and also as a source of information for students on the Union.
  - b) Managed by the Communications & Marketing Officer, with support from the TCDSU Front Office Manager. Traditionally its text/structure is compiled by the Communications & Marketing Officer and inputted into a pre-existing design template held on the Front Officer Manager's computer. The Communications & Marketing Officer has editorial oversight over the

content/design and signs off on the final version, which is then sent to print by the Front Office Manager who oversees its distribution on delivery.

- Living in Dublin Guide
  - a) The Living in Dublin Guide provides information on the housing market in Dublin and surrounding areas as well as tips and tricks on how to get set up with utilities and other services in Ireland. It is particularly useful to International students as it also contains information on obtaining visas.
  - b) Managed by the Communications & Marketing Officer, with support from the Welfare & Equality Officer. Traditionally its text/structure is compiled by the Welfare & Equality Officer and inputted into a pre-existing design template held on the Communication & Marketing Officer's computer. The Communications & Marketing Officer has editorial oversight over the content/design and signs off on the final version, which is then sent to print by the Front Office Manager who oversees its distribution on delivery.
  
- Exam Success Booklet
  - a) This publication provides Trinity students with all the relevant information in order to sit an exam. It also contains tips and tricks on self-care and if you may fail an exam or fail to sit an exam.
  - b) Managed by the Communications & Marketing Officer, with support from the Education/Welfare & Equality Officer. Traditionally its text/structure is compiled by the Education/Welfare & Equality Officer and inputted into a pre-existing design template held on the Communication & Marketing Officer's computer. The Communications & Marketing Officer has editorial oversight over the content/design and signs off on the final version, which is then sent to print by the Front Office Manager who oversees its distribution on delivery.

## **Social Media**

- Facebook
  - Trinity College Students' Union @TCDSU - Owned by Communications & Marketing Officer
  - Trinity Ents @trinityents - Owned by Ents Officer
  
- Twitter

- @tcdsu - Owned by Communications & Marketing Officer
- @TCDSU\_President - Owned by President
  
- Instagram
  - @tcdsu - Owned by Communications & Marketing Officer
  - @trinityents - Owned by Ents Officer
  
- TikTok
  - @tcdsu - Owned by Communications & Marketing Officer

### **Printed Materials**

As part of its day-to-day communications, TCDSU prints a range of materials such as posters, flyers, and business cards. These are typically designed by the Communications & Marketing Officer, with support from the Front Office Manager who sends the final copy to print and organises their distribution on delivery.

### **Digital Screens**

TCDSU has access to on-campus digital screens managed by Trinity Communications and Multimedia. Graphic assets are typically designed by the Communications & Marketing Officer, who sends the final copy to Trinity Communications/Multimedia for circulation.

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### **Archived Social Media Accounts (unused)**

#### Facebook

- TCDSU Campaign to Repeal the 8th Amendment
- TCD Students for Gender Equality
- TCDSU Shop

#### Twitter

- @TCDSU4Choice
- @TCD\_AAS: TCDSU Accommodation Advisors

#### Snapchat

- @tcdents