

# Student Organization Posting Policy Reminders

## What to put on your flyer



All flyers must contain the name of the sponsoring organization, (your club!) contact email, date, time, and location of the event.

## How to get your flyer approved



Bring a copy to Student Engagement to be stamped and dated for approval. Student Engagement can make up to 10 copies and provide blue painters tape for posting.



## Where to AVOID hanging your flyer



Glass or wood surfaces  
Painted walls or painted pillars  
Doors or doorways, elevator surfaces

Railings, floors, walkways  
DeChiaro Art Gallery hallway

## Important reminders



Painters tape is the only tape you may use to hang flyers  
Flyers or posters advertising a single event may not be posted longer than two weeks  
Flyers violating Posting Policy will be removed. Clubs will be notified