

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.



Approved locations for flyers



Limestone walls by Student Center elevator
Posting strips along Student Center ramp
Any bare, unpainted concrete walls
Available bulletin boards with pushpins

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.

