

II. Approval

If your postings follow the above guidelines, the next step is to visit the Office of Student Life for review and approval. The purpose of this approval is to allow for better communication among clubs and organizations, to avoid conflicts with activities and events, and allow the Office of Student Life to assist with promoting events on campus.

- Complete the Publicity Request form (SA-SL23) and submit to the Office of Student Life. This should be a part of your event planning process.
- Email a copy of the posting to mikel.james@cf.edu for approval. Once approved, the posting will be sent to CF Printing and Postal Services. When the job is complete, you will be notified that items are ready for pick up.
- Proof of approval–internal: the college equity stamp will be added to fliers by the Student Life team. This indicates approval of internal fliers.
- Proof of approval–external/hard copies: a stamp including the terms “Student Life” and “Approved” will be present on these types of fliers.

III. Locations

As you will see from this list, there are several options available for posting on campus. Remember, FLIERS MUST BE APPROVED BEFORE POSTING. Please keep in mind that college policy does not allow for posting on glass or painted surfaces.

When posting, please make sure that any/all outdated fliers are removed from bulletin boards. If you see any fliers that are not stamped as approved (unless posted by CF administration or a CF department) please remove them and bring one to the Office of Student Life. For example, college policy does not allow advertising for any outside business or agency.

Note: Exceptions may be made regarding locations for class projects, safety campaigns, etc.

You will need approximately 50 fliers to cover all areas on campus.

Locations for fliers that can be hand posted:

- Science Building — There are three bulletin boards on the first floor.
- Charles R. Dassance Fine Arts Center — There are three bulletin boards. Contact the Office of Visual and Performing Arts for posting.
- Mathematics Building — There are two bulletin boards downstairs.
- Humanities and Social Sciences Building — There is one bulletin board near the offices. Contact the Humanities office for posting.
- You may use table tents (checked out from the Office of Student Life) and post up to 10 fliers in the Patriot Cafe for up to one week.
- Bulletin strips are available above the drinking fountains in the Bryant Student Union.
- Building 36 – There is one bulletin board next to the Liberal Arts and Sciences office.
- Ewers Century Center – There is one bulletin board on the third floor in the Student Lounge.

