

Student, student group or student organization

The following policy has been designed to allow the proper posting of flyers on Notre Dame of Maryland University property in a consistent manner.

What content is needed to get approval

Promotional event and/or program flyers **MUST** have a title, date, time, location*, sponsor, brief explanation (if deemed necessary—i.e., Karaoke Night won't need a description), and contact email information to be approved. Without this information, these flyers will **NOT** be approved for posting.

If you are unsure of how to create a flyer, please send an email to marketing@ndm.edu with the content of your event and they will be happy to assist you.

*On-campus event locations must be approved by Conference Services via the online room reservation system PRIOR to advertising, which is the responsibility of the event/program planner.

Where to get approval

- › Your flyer **MUST** be approved and stamped by the Office of Student Engagement & Community Programs (Rooms 215 & 216).
- › If flyers have already been printed, please place in the labeled "Drop Off" folder just outside the door. Please note date dropped off and contact information when dropping off.
- › Students also may email the flyer in PDF format to studentengagement@ndm.edu prior to printing to have an electronic stamp, which will reduce turnaround time.
- › All flyers (hard copy or electronic) must be submitted to the Office of Student Engagement & Community Programs within one (1) week of the desired date to begin marketing.
- › Flyers will be reviewed and students notified within 2 business days of submitted date.
- › All flyers must be properly removed and discarded by sponsoring students, clubs, and organizations within 48 hours of the event/campaign closure. Failure to do so could result in fines or strikes, depending on the sponsoring group or individual.
- › All Notre Dame of Maryland University community members have the right to remove flyers, which may be submitted to Student Engagement & Community Programs for follow up.

How to hang your flyer

- › Approved flyers to be placed on walls **MUST** be hung by blue painter's tape **ONLY** which must be placed neatly on the **BACK** of the flyer, ideally in all corners of the paper to replicate a uniform appearance across campus.
- › Students and student-led organizations are able to check out and return blue painter's tape from the Office of Student Engagement & Community Programs. Please note this when either dropping off or emailing flyers so that arrangements can be made. Any unreturned tape will be charged to either the student or the student organization to replace.

Where to hang your flyer

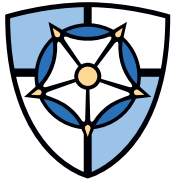
- › If students are interested in posting flyers within the residential communities, flyers will need to be dropped off at the Housing & Residence Life Office in Theresa Hall, Room 022. Flyers will be distributed and posted by Housing & Residence Life staff.
- › If you are posting approved flyers on existing bulletin boards, please use staples and/or push pins as needed, noting that flyers may **ONLY** be posted on designated bulletin boards (noted by "What's New at NDMU?").

DO NOT

- › No flyers on doorways, windows (including on doors), glass, inside elevators or on elevator doors due to safety hazards.
- › No flyers over existing flyers nor move any other previously posted flyers.
- › Duplicate flyers must be distributed evenly throughout campus unless otherwise noted and approved (i.e., awareness project that calls for multiple flyers to be located in the same location).
- › Flyers must not be obscene or defamatory and must not violate University policy or federal, state, or local laws.

Flyer posting policy violations may result in possible fines, strikes, penalties, or sanctions through the university's adjudication system.

Questions may be directed to the Office of Student Engagement & Community Programs: studentengagement@ndm.edu



Faculty/Staff Flyer Posting Policy

Faculty/staff or if you are a student creating a flyer on behalf of a department or office on campus (i.e. intern/workstudy/student worker)

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If you are unsure of how to create a flyer, please send an email to marketing@ndm.edu with the content of your event and they will be happy to assist you.

*On-campus event locations must be approved by Conference Services via the online room reservation system PRIOR to advertising, which is the responsibility of the event/program planner.

Where to get approval

- › Your flyer **MUST** be approved by the Office of University Communications and Marketing.
- › In order to have your flyer approved, please send a PDF to marketing@ndm.edu. Your flyer will be approved within 48 hours. No "approval" stamp will be issued.
- › Once your flyer is approved, you may send for printing.
- › If your event is a high-profile University event (Notre Dame Day, Common Read etc) please reach out to Marketing to create the flyer.

How/where to hang your flyer

- › Approved flyers to be placed on walls **MUST** be hung by blue painter's tape **ONLY** which must be placed neatly on the back of the flyer, ideally in all corners of the paper to replicate a uniform appearance across campus.
- › Sponsoring clubs/organizations, departments, offices, and individuals must remove and properly discard flyers within 48 hours after the event and/or program. All Notre Dame of Maryland University community members have the right to remove flyers on/after the event date.
- › You are required to provide blue painter's tape at your own cost via office or department.
- › If students are interested in posting flyers within the residential communities, flyers will need to be dropped off at the Housing & Residence Life Office in Theresa Hall, Room 022. Flyers will be distributed and posted by Housing & Residence Life staff.
- › If you are posting approved flyers on existing bulletin boards, please use staples and/or push pins as needed, noting that flyers may **ONLY** be posted on designated bulletin boards (noted by "What's New at NDMU?").

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- › Flyers must not be obscene or defamatory and must not violate University policy or federal, state, or local laws.
- › **Flyers that violate this posting policy will be removed and discarded with possible fines, strikes, or penalties.**