



Flyer Policy- COVID Updates

All

- Flyers CAN be given to the INFO DESK by 10am **M-F** to be posted *Wednesdays & Fridays*.
- ECS Pro-staff will review all flyers one additional time before adding them to the flyer route.
- ECS Pro-staff will be assessing the flyer for the following;
 1. English language or English translation
 2. Accommodation statement, “For disability accommodations please contact (event organizer) at _____ (phone and e-mail).”
 3. Name, contact information of the sponsor for the event.
 4. No advertisement for the availability of alcohol or off- campus alcohol events will be approved.
 5. Materials may be posted for a maximum of fourteen (14) calendar days.
- Flyers will be removed by the ECS student staff no later than two days after the event.
- ECS student staff will distribute flyers to Edward J. Pryzbyla approved spaces *Wednesdays & Fridays by 4:30pm (or more often as time permits)*
- When ECS staff posts flyers they will also take down past event flyers and/or flyers that violate the policy.

**During this time of COVID-19 we encourage submitting flyers more than two weeks in advance to ensure optimal advertising.

Student Organizations (OCA)

- OCA office staff will confirm a student organization event is booked through 25 Live and is in the planning process.
 - OCA office staff will confirm the organization is able to post flyers using 25 Live internal notes
- All student organization flyers will be approved and stamped only by OCA.
- 10 flyers designated for the Pryzbyla Center will be brought to 204 for distribution.
- All flyers intended to be posted outside the Pryzbyla Center will be distributed by OCA.
- In order to hang a banner in the Pryz the policies above should be followed. In addition, banners should follow the Catholic U *Standards for Posted Materials*. It is at the discretion of the ECS pro-staff to make an exception.
- During summer months OCA will not distribute flyers.

Academic/Administrative Offices

- All Academic and Administrative offices will send a digital copy of their flyer to their ECS contact, a minimum of 3 weeks prior to their event.
- ECS contact will confirm the flyer meets the standard requirements and grant approval.
- ECS contact will verify on 25 Live that the flyer can be stamped by ECS staff and posted.
- Academic and Administrative offices will be responsible for printing and delivering flyers to Pryz 204.
- ECS staff will keep 10 flyers and add them to the appropriate flyer route.
- ECS staff will bring additional flyers to Pryz 202 for OCA to be distributed to non-Pryzbyla Center locations.
 - 39 Academic locations
 - 53 Residence Hall locations
- In order to hang a banner in the Pryz the policies above should be followed. In addition, banners should follow the Catholic U *Standards for Posted Materials*. It is at the discretion of the ECS pro-staff to make an exception.
- During summer months Academic and Administrative offices will continue to bring their flyers to Pryz 204 to be posted within the Pryz.
- ECS office will not be posting flyers in Residence halls and Academic spaces during summer months. It is at the discretion of the ECS pro-staff whether an event flyer is an exception.

External Flyers

- All external conferences will confirm flyers with their ECS contact.
- All external conferences will be given policies for appropriate signage use.
- External conferences will be required to use ECS approved signage hardware for their event.

Non-Catholic U Sponsored Flyers

- ECS staff will review flyers and determine if they can be stamped and approved.
- Non-Catholic U sponsored flyers must adhere to the following;
 - No job opportunities can be posted without the stamp from CACS
 - No apartment/house advertisements can be posted without the approval of the Office of Housing Services
 - Events must follow the mission of The Catholic University of America.
- If determined they can be posted on the non-Catholic U approved spaces staff will place in appropriate flyer route.
- Non-Catholic U flyers will be posted on the board on 1st floor lobby (across from the POD).