

Flyer Policy - The Pryzbyla Center

All:

- Flyers CAN be given to the INFO DESK by 10am **Monday-Friday** to be posted Mondays, Wednesdays & Fridays
- ECS Pro-staff will review all flyers one additional time before adding them to the flyer route. Please make sure venues for the events have been confirmed in 25Live
- 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 and contact information of the sponsor for the event
- No advertisement for the availability of alcohol or off- campus alcohol events will be approved
- 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 (2) days after the event.
- ECS student staff will distribute flyers to Edward J. Pryzbyla Center approved spaces **Mondays, Wednesdays and Fridays by 4:30pm** (or more often as time permits)
- Flyers of past event and/or flyers that violate the policy will also be taken down by ECS staff

***We encourage submitting flyers more than two weeks in advance to ensure optimal advertising.*

Student Organizations (On Campus Activities, OCA):

- OCA office staff will confirm student organization events are booked through 25Live and are in the planning process
 - OCA office staff will confirm the organization is able to post flyers using 25Live internal notes
- All student organization flyers will be approved and stamped **only by OCA**
- 11 flyers designated for the Pryzbyla Center will be brought to Pryz 204 for distribution
- 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)

Academic/Administrative Offices:

- All Academic and Administrative offices will send a digital copy of their flyer to cua-conferences@cua.edu , a minimum of 3 weeks prior to their event
- ECS staff will confirm the flyer meets the standard requirements and grant approval
- ECS staff will verify on 25Live that the flyer can be stamped and posted
- Academic and Administrative offices will be responsible for printing 11 copies of each of the flyers and delivering them to Pryz 204 for the flyer route within the Pryzbyla Center
- 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 Pryzbyla Center

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:
 1. No job opportunities can be posted without the stamp from CACS
 2. No apartment/house advertisements can be posted without the approval of the Office of Housing Services
 3. Events must follow the mission of The Catholic University of America
- If it is 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 the 2nd floor lobby (near the west entrance of the Pryz and the food court)