

## Flyer Policy - The Pryzbyla Center

### All:

- Flyers CAN be given to the Pryz INFO DESK or Pryz 204 Front desk by 10am **Monday-Friday** to be posted
- ECS student staff will distribute the approved flyers to Edward J. Pryzbyla Center designated spaces on **Mondays, Wednesdays and Fridays by 4:30pm** (or more often as time permits)
- ECS Pro-staff will review all flyers before adding them to the flyer route.
- Ensure the flyer has 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/logo of the sponsor office/faculty/student organization for the event
  4. Has been confirmed in 25Live
- Materials may be posted for a maximum of fourteen (14) calendar days
- No advertisement for the availability of alcohol or off-campus alcohol events will be approved
- Flyers will be removed by the ECS student staff no later than two (2) days after the event.
- Flyers that are not in compliance with the policy will be taken down by ECS staff

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

### Student Organizations (Center for Student Engagement, CSE):

- CSE office staff will confirm student organization events are booked through 25Live and are in the planning process.
- All student organization flyers will be approved and stamped **only by CSE**
- 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](mailto:cua-conferences@cua.edu), a minimum of 3 weeks prior to their events for review.
- ECS staff will verify space confirmation in 25Live, confirm the flyer meets the standard requirements, and extend approval before 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)

**External Clients:**

- All clients of external conference will confirm flyers with their ECS contacts
- All clients of external conferences will be given policies for appropriate signage use
- External conferences will be required to use ECS approved signage hardware for their events

**Non-CatholicU Sponsored Flyers:**

- ECS staff will review flyers and determine if they can be approved and stamped
- Non-CatholicU 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 the flyer can be posted within the Pryz, staff will place it in appropriate flyer route. Non-CatholicU flyers approved space is located on the 2nd floor lobby (a pillar near the west entrance of the Pryz and the food court)