



Flyer Policy

All:

- Flyers CAN be given to the INFO DESK by 10am **Monday-Friday** 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 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 **Wednesdays and 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

***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:
 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 in the 1st floor lobby (across from the Market)