



Poster & Flyer Approval Policy

All event posters and flyers hung on the University North Manchester Campus during the academic year must be approved by the Office of Student Life. Flyers hung without approval will be taken down.

Approval Process

- For approval, the event(s) must be submitted and approved through Spartan Life/Presence (Modern Campus).
 - If you do not have an account for your department or organization, please email SAC@manchester.edu.
- Posters/flyers should be submitted for approval as an email attachment and sent to SAC@manchester.edu.
 - Events hosted by Residential Life staff should be submitted to ResLife@manchester.edu
- Events and flyers should be requested at least eight (8) business days prior to the event to ensure time for approval and proper advertising.
- Flyers should minimally include:
 - name of the event
 - time, date
 - location – room and building
 - name of the organization/department/group hosting the event
- Flyers must be free of any copyright images.
 - Click [here](#) for Manchester's Brand Toolkit that includes logos and more.
- Flyers will be printed as they are submitted (color vs. black and white).
- Student Life will print **one copy** that will be stamped in the lower left corner and may be reproduced.
 - Student Involvement and Residential Life will make appropriate copies for student organizations/RAs.
- Departments/organizations needing to make updates to approved and hung posters must ensure that all posters are appropriately updated.

Displaying Posters/Flyers

- Flyers or posters may be hung with sticky tack or painter's tape only. These items are available in the SAC Workroom – CHIN 136.
- Do not hang items on windows or doors that obstruct visibility.
- Locations and approval to hang posters/flyers are as follows:
 - Cunningham Academic Center – Walls in stairwells
 - Calvin Ulrey Hall–Sports Lab door
 - Chinworth Center – 2nd floor hallway between Chinworth and Jo Young Switzer Center
 - Clark Computer Center– Two yellow bulletin boards in hallway
 - Jo Young Switzer Center – Cork board strips at the bottom of the steps at entrance and near post office boxes and bulletin board in Success Center
 - Groups can hang posters in Haist Commons to promote events and upper JYSC conference rooms during events with permission of Conference Services staff only.
 - Painter's tape must be used on brick walls.
 - Funderburg Library – Bulletin board in between entrance doors and in computer lab
 - PERC – Windows to the side of the entry entrance.
 - Science Center – Bulletin boards across from elevators on 1st, 2nd, and 3rd floors.
 - Otho Winger Memorial Hall – Entrance wall (Doors across from Library or West side), bulletin board on 1st floor hallway
 - Residence Halls – Posters will be distributed by hall staff only.
- Remove all flyers within 48 hours after the event.