

# Flyer Guidelines

Posting print notices and flyers in well-trafficked areas of the School of Law is a great way to promote your event and get the word out. To help maintain an orderly appearance, and to comply with maintenance and facility requirements, the following guidelines have been adopted for posting notices and flyers in O'Brian Hall.



### Promote Your Event

Notices and flyers are permitted to promote law student organizations, programs, and activities.



### Flyer Content / Information

Any notices and flyers should include the title of the event, date, time, location, and contact information for the sponsoring organization(s). The content and design must be consistent with a professional school environment.



### 1st Floor Posting

Posting is permitted on the designated bulletin boards only, by permission of OSA. Foam mounted posters on easels are permitted in the 1st Floor lobby through permission of OSA.



### 2nd through 7th Floor Posting

Posting is allowed on the bricks around the elevator banks, glass cases, and on office doors or bulletin boards with permission of the respective owner. 5th Floor Law Library Student Lounge posting is allowed.



### After Event

All notices and flyers should be removed as soon as reasonably feasible after an event ends.



### Flyer Size

To allow sufficient space for all organizations, all notices and flyers should not exceed 11" x 17". If you wish to hang a larger notice or flyer, please contact OSA for permission.



### No Posting Allowed On..

No posting is allowed on painted walls, glass cases, woodwork, wooden columns, lockers, windows, bathroom or classroom doors, or inside bathrooms or elevators.



### 1st Floor Posting

Posting is not allowed on the bricks around the 1st Floor elevator bank.



### 5th Floor Posting

5th Floor elevator bank does not have bricks and posting is not allowed there.

## Flyer Guidelines DO'S AND DON'TS