

FLYER POSTING POLICY

Temple University Students | Student Organizations| Departments

Flyer guidelines:

- The name of the sponsoring organization must be clearly indicated on the flyer.
- If the advertised event is being held in the Student Center, the room number must be clearly marked.
- If the advertised event is being held in the Student Center, then it must say either Student Center or Howard Gittis Student Center as the location. Any flyers referencing "SAC" will not be approved.
- Members of the Temple University Greek Association (TUGA) must obtain approval for any recruitment related flyers from the Program Coordinator for Fraternity and Sorority Life.
- Flyers have a maximum two (2) week posting period.
- Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those that are sexually explicit will not be approved.
- Flyers promoting anything in violation of Temple University policies and procedures or any advertising which promotes illegal activities or illegal content, will not be approved.
- Any use of the Temple trademarks must comply with the Trademark Licensing Policy and follow Temple University branding guidelines
 - The Temple T cannot be used as a part of a word to create a new logo.
 - No changes may be made to Temple University logos (including color changes).
- Flyers written in a language other than English must also submit a translated copy in English in for approval.
- QR code contents must meet Temple University standards and be disclosed to SCO staff at time of approval.
- Temple students with personal flyers must include their full name and TU email as contact information.

Flyer approval and postings :

- Please bring two (2) copies of either an 8.5" x 11" or 11" x 17" flyer for approval. No other sizes will be accepted. Once stamped we will return one copy and you may duplicate and distribute as many copies as you need. The other copy will remain on file in our office for 90 days. Ten copies may be submitted to our office for posting in the Howard Gittis Student Center
- All flyers and posters to be posted on University property must be approved by Student Center Operations. Approvals may be obtained in Room 219M on the mezzanine level of the Student Center between 8:30am and 5:00pm daily.
- Flyers are posted on a first come, first serve bases, will be posted within 3 business days
- Flyers are to be posted in approved posting locations only. Flyers posted in violation of this policy will be removed and may result in a charge for damages. Posting on walls, windows, trees or poles is strictly prohibited.

By providing the information below you are agreeing to comply with this policy

Name _____ Date _____

Organization/Dept _____

TU email or Organization email _____

Signature _____

Internal Use Only

Date to be removed: _____

Flyers left with SCO: _____ OSS initial: _____