

# Flyer Guidelines

**ALL flyers must be submitted to the Information Desk in the 1<sup>st</sup> floor lobby of Van Metre Hall for approval and posting.**

***Flyers must follow these guidelines:***

- No alcohol prices, discrimination, inappropriate content, or potential dangers
- If in a foreign language, must include English translation
- Include name of sponsoring group

Maximum size: 11" x 17"

Flyers are removed every two weeks, or as needed