



## **Guidelines for Flyers on the South Florida Community College Campuses: Student Organizations**

### **STRONG SUGGESTIONS:**

- **YOU'LL GET A BETTER RESPONSE IF YOU POST FLYERS AT LEAST TWO (2) WEEKS IN ADVANCE OF YOUR EVENT.**
- **USE LETTERING THAT IS LARGE. ANYONE WHO SEES YOUR FLYER SHOULD BE ABLE TO READ IT CLEARLY AT A DISTANCE OF AT LEAST SIX FEET AWAY.**

### **PLEASE INCLUDE THIS INFORMATION ON FLYERS:**

- **FLYERS MUST INCLUDE THE SFCC LOGO OR THIS PHRASE IN A PROMINENT LOCATION ON THE FLYER: "[NAME OR ORGANIZATION] IS A MEMBER OF THE SFCC STUDENT GOVERNMENT ASSOCIATION."**
- **NAME OF EVENT**
- **DAY AND DATE OF EVENT (SUCH AS TUESDAY, OCT. 18)**
- **TIME OF EVENT (SUCH AS 10:30 A.M.-NOON OR 11 A.M.-1 P.M.)**
- **LOCATION OF EVENT**
- **NAME OF ORGANIZATION/CLUB SPONSORING THE EVENT**
- **AND CONTACT NAME/NUMBER FOR FURTHER INFORMATION, IF APPLICABLE**

### **POSTING FLYERS:**

**TAKE FLYERS TO COMMUNITY RELATIONS (IN BUILDING C, NEAR PRESIDENT'S OFFICE) TO BE STAMPED FOR APPROVAL BEFORE POSTING. (FLYERS MAY NOT BE APPROVED IMMEDIATELY, SO PLAN TIME ACCORDINGLY.)**

**COLLEGE POLICY ALLOWS THAT ALL POSTINGS (FLYERS, ETC.) ARE PERMITTED ONLY ON BULLETIN BOARDS AROUND CAMPUS. ANY MATERIALS FOUND ATTACHED TO GLASS DOORS, GLASS WINDOWS, BUILDING COLUMNS, ELEVATORS, WALLS, WOOD/METAL DOORS, OR ANY OTHER SURFACE OR LOCATION OTHER THAN BULLETIN BOARDS WILL BE TAKEN DOWN AND DISPOSED OF. PLEASE HELP US KEEP SFCC CLEAN AND ATTRACTIVE.**