



Guidelines for Flyers on the South Florida State College Campuses Student Organizations

STRONG SUGGESTIONS:

- You will 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 SFSC logo, or this phrase in a prominent location on the flyer: “[Name or organization] is a member of the SFSC Student Government Association.”
- Name of event
- Day and date of event (such as Tuesday, October 18)
- Time of event (such as 10:30 AM-Noon or 11 AM – 1 PM)
- Location of event
- Name of organization/club sponsoring the event
- Contact name/number for further information, if applicable

POSTING FLYERS:

Take flyers to Community Relations; located in Building F, near the President’s office), to be stamped for approval before posting. Flyers may not be approved immediately so plan your time accordingly.

College policy allows 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 SFSC clean and attractive.