

# Flyer Criteria

Posted on June 20, 2023

Flyers are coming into and out of offices all over our campuses, and we want to get them up on bulletin boards and out to the SFSC community, but we need a little help from you.



Please send over a flyer you created to [communityrelations@southflorida.edu](mailto:communityrelations@southflorida.edu) in a form that can be edited (Word, Publisher, etc.) at least **two weeks prior** to when you would like it posted. We stamp and post flyers on Fridays during the year and on Thursdays during the summer. If you want your flyer posted sooner, please stop by with 12 copies for us to review and stamp, if approved. You can then post them around campus. Flyers that do not include a stamp from the Office of Community Relations and Marketing will be removed from all bulletin boards.

If you would like us to create a flyer for you, please email **Sharon Jones** and **Melissa Kuehnle** with what you would like the flyer to include, so the “who, what, when, where, and how,” and if you want a photo or graphic on the flyer. We would like your request at least **a month in advance**.

If an outside agency sends a flyer to you and wants you to post it on campus, please send it over to **Melissa Kuehnle** for approval. There are certain parameters for approval.

As always, we appreciate your help and cooperation.

**The Office of Community Relations and Marketing**