

OFFICE OF STUDENT LIFE HOUSING AND RESIDENCE EDUCATION



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Resources

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Flyers and Posters in Residence Halls

Flyer Approval Process

- Provide email a copy of your flyer to Peter Hansen, hansen.453@osu.edu at the Office of Residence Life for approval. On site approvals are not accepted at this time.
- When emailing for approval, please include the following: contact person, telephone number, student organization name, and any special instructions for distributing the flyers (for example, if you would like flyers to be sent only to specific residence halls).
- After approval, bring up to 370 copies of your flyer to Mendoza House for distribution to the Residence Halls. You may bring fewer than 370 as well. Please note that we do not provide printing services, and that you are not allowed to hang flyers in the halls yourself.

Please keep the following guidelines in mind when creating your flyer:

- All postings will be from student organizations or other affiliated offices of the University and must have the name of the organization and affiliated office on the flyer. Posting from outside groups unaffiliated with the University shall not be posted except where such postings are offering employment opportunities to students. Postings may not contain advertisements for alcohol, drugs and/or the sale and solicitation of for profit goods or services (exceptions may be made for charitable activities).
- Flyers should preferably be 8.5" x 11" but should be no larger than 11" x 17" unless special approval is given. Please include the size of your posters when you submit them for approval.
- Approved flyers are the only source of advertising within the residence halls.

If you have any additional questions, please contact:

Peter Hansen
Hansen.453@osu.edu
 Mendoza South
 190 W. Woodruff Avenue
[614-292-3930](tel:614-292-3930)
 8am-5pm M-F

