

# OFFICE OF STUDENT LIFE HOUSING AND RESIDENCE EDUCATION



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## Resources

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## Flyers in the Residence Halls Flyer Approval Process

- Provide email a copy of your flyer to Peter Hansen, [hansen.453@osu.edu](mailto:hansen.453@osu.edu) at the Office of Housing & Residence Education for approval.
- 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 950 Lincoln Tower 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 are required to be 8.5" x 11" unless special approval is given.
- 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](mailto:Hansen.453@osu.edu)  
 950 Lincoln Tower  
 1800 Cannon Drive  
[614-292-3930](tel:614-292-3930)  
 8am-5pm M-F

