

## **Guidelines for Posting Information & Fliers in the Residential Communities**

**August 2014.** All information to be posted in the residential communities must be submitted to the Residence Life and Student Housing (RLSH) Office for approval prior to distribution. All postings must be for events and information related to or sponsored by an SMU club, organization, or department. The fliers must be prepared in both a digital and paper format. The communities located in the southeast areas of campus\* will post information on a digital board; All other communities will receive paper fliers.

### **Requirements:**

- 1) Submit one jpg image to [RLSHpostings@smu.edu](mailto:RLSHpostings@smu.edu)
- 2) The image resolution must be **1920X1080 in landscape format** or it will not show correctly.
- 3) Upon approval drop off eighteen (18) 8.5X11 inch fliers to the RLSH office in Boaz

### **DO:**

- Show clearly the name of the SMU club, organization, and/or department
- Submit information at least 7 days prior to the preferred posting date
- Allow 48 hours to receive initial approval and up to 5 days to post the flier
- In the email, indicate a beginning and an ending date for how long the information should be posted

### **Postings That Will Not Be Approved:**

- Postings specifically promoting a business
- Postings promoting alcohol

**\* Digital Posting: Crum, Kathy Crow, Loyd, Armstrong, Ware**