

Procedure for Distribution of Promotional Materials

To ensure that all flyers and posters are upheld to the highest standard, a formal procedure has been established.

For student organizations,

1. Advisors of a student-led organization should contact the Copy Center for the creation of flyer(s) and/or posters
 - a. All must include the MDC Homestead and Shark logos
 - b. Flyers should also indicate the sponsor and display a contact email or phone number for additional information.
 - c. In addition, organizations should include their logo, if available.
 - d. Requests should be submitted within the Copy Center timelines.
2. Once the flyer is created, the Club Advisor should submit to Student Life for review.
 - a. The flyer should be submitted with a minimum of 5 business days prior to the requested posting date (not event date).
 - b. Flyers not conforming to the Campus and College standards will be sent back for revision.
3. Once approved, the Club Advisor should contact the following individuals for posting:
 - a. Flyers on bulletin boards – Student Life
 - i. Maximum of 20 flyers
 - b. Plasmas/Digital Images – Dandria Gray
 - c. Social Media – Leroy Mann
 - d. E-Blasts to all students and/or staff – Cheryl Rivera
 - i. The wording from the flyer must be typed and submitted to meet ADA Criteria.
 - ii. The request must include the intended audience (i.e., “Please share with all students; Please share with faculty; Please share with Homestead all; etc.)

For Faculty and/or Staff,

1. Faculty or Staff Member should contact the Copy Center for the creation of flyer(s) and/or posters
 - a. All must include the MDC Homestead and Shark logos
 - b. In addition, organizations should include their logo, if available.
2. Once the flyer is created, the Faculty or Staff Member should forward to their corresponding Department Chairperson for Review
 - a. These documents should be submitted with a minimum of 7 business days prior to the requested posting date (not event date).

3. The Department Chairperson will submit to the Director of Student Life for review within 24-48 business hours after reviewing.
 - a. Flyers not conforming to the Campus and College standards will be sent back for revision.
4. Once approved, the Faculty or Staff Member should contact the following individuals for posting:
 - a. Flyers on bulletin boards – Student Life
 - i. Maximum of 20 flyers
 - b. Plasmas/Digital Images – Dandria Gray
 - c. Social Media –Leroy Mann
 - d. E-Blasts to all students and/or staff – Cheryl Rivera
 - i. The wording from the flyer must be typed and submitted to meet ADA Criteria.

For external vendors,

1. All external vendors must create their own promotional flyers and/or posters.
2. The external vendor must submit the flyer to Student Life along with the Internal Posting Request Form.
 - a. These documents should be submitted with a minimum of 5 business days prior to the requested posting date (not event date).
 - b. A maximum of 5 flyers may be posted on the Campus.
 - c. Flyers not conforming to the Campus and College standards will be sent back for revision.
3. Once approved, Student Life will post.
 - i. Flyers will be stamped by Student Life.



Internal Posting Request

Department/Organization/Club: _____ Date: _____

Request by: _____ Date: _____

Advisor's Signature (if applicable): _____

Telephone number: _____ Fax Number: _____

Flyer Title: _____ (MAX QTY: 20 / Size: 8.5 X 11)

Requested Posting Date: _____ Requesting Building: _____

*Note: ALL FLYERS WILL BE POSTED UNTIL THE DATE AFTER THE SPECIFIED EVENT DATE. (NOT TO EXCEED TWO WEEKS)

INTERNAL USE ONLY

Student Life Employee Signature: _____ Date: _____

Posted by: _____ Posting Date: _____

Removed by: _____ Removed Date: _____

Comments:

Contact the Student Life Department for more information: (305) 237-5065 Room: A116