

## Flyer Approval & Posting Guidelines

To support organized, equitable, and timely campus communication, all flyers must be reviewed and approved by Student Engagement & Leadership (SEL) before being posted on campus.

### Quick Submission Checklist

Before visiting an SEL office, please ensure:

- Flyer is finalized and ready for review
- Printed copies must be submitted in person to the campus where the flyers will be posted for approval.
  - One copy is included for SEL records
- Required information is accurate and complete
- Flyer has not already been posted or distributed

**Flyers must be approved and stamped by SEL before posting.**

### Submission Process

#### Step 1 – Visit an SEL Office

Bring all printed copies of your flyer to any SEL office during business hours. **Please note:** SEL will retain **one printed copy** for office documentation.

#### Step 2 – Complete the Flyer Submission Form

Complete the [SEL Flyer Approval Microsoft Form](#) with an SEL staff member during your visit.

The form helps SEL:

- Document campus postings
- Track approvals
- Maintain organized posting practices

#### Step 3 – Review & Approval

SEL staff will review flyers for content, timelines, and posting requirements. Once approved, all flyer copies will be stamped and ready for posting.

# Flyer Content Requirements

Flyers should clearly identify who is sponsoring the event or opportunity and include accurate information.

## Required Information

When applicable, flyers should include:

- Event or program title
- Date and time
- Location or format
- Sponsoring PPSC department, office, or organization
- Department, club, or organization name with an official logo
  - If no logo exists, a request must be submitted to Marketing to create one (applies to clubs and organizations)
- Contact information
  - For clubs and organizations, include a general school-created email inbox
  - If an email inbox has not been set up, a request must be submitted to sel@pikespeak.edu, and a designated contact person must be identified
- Relevant deadline or call-to-action

**Flyers missing essential information may require revision before approval.**

## Branding & Identification

When available, please include:

- Department or organization name
- Department or program logo
- Appropriate branding or identifiers

## Community Standards

Flyers must be appropriate for a college environment.

Flyers may not include:

- profane or sexually explicit content
- graphic violence
- profanity, threatening or discriminatory language
- harmful or unsafe messaging
- content violating college policy or law

SEL may deny approval for materials that do not meet campus posting expectations.

## Approval Timelines

### Standard Event Flyers

Flyer Type	Posting Timeline
Event with a date	May be posted within 14 days of event
Non-dated flyer	Submit before the first Friday of the month; flyers removed the last Friday of the month (3 weeks)
Call-to-action flyer	Reviewed case-by-case

### Standard Event Timeline

Event flyers must:

- Be submitted **at least 14 days before the event**
- Be posted only within the **14-day period before the event**

#### Example

Event Date: April 20

Earliest Posting Date: April 6

Late submissions may not qualify for full posting approval.

### Call-to-action Flyers

Some flyers may qualify for longer approval timelines, including:

- Request for applications
- Elections
- Recruitment
- Sign-ups requests
- Contests or submission requests
- Ongoing participation opportunities

To qualify:

- Purpose must be clearly stated
- Deadline or timeline must be included
- Approval is reviewed case-by-case

### Non-Dated Flyers

Non-dated flyers must be submitted for approval by the first Friday of the month and will be removed on the last Friday of the same month.

To continue posting beyond that time frame, flyers must be resubmitted to SEL for reapproval and restamping.

## Posting Responsibilities

**Once approved, individuals and departments are responsible for posting their own flyers.**

### Approved Posting Locations

Flyers may only be posted:

- on designated bulletin boards
- in approved railing spaces

Here is information for where flyer railing spaces are located at the 3 main campuses:

- [Centennial Campus](#)
- [Rampart Range Campus](#)
- [Downtown Campus](#)

### Flyers may not be posted:

- on walls
- doors
- windows
- other unapproved surfaces

Unstamped, expired flyers, or fliers on unapproved surfaces may be removed.

Please be considerate of existing postings and do not cover other flyers.

### Cross-Campus Posting

SEL does not distribute flyers between campuses.

If visibility is desired at multiple campuses, departments and organizations are responsible for posting flyers at each location.

Previously approved flyers may be brought to another SEL office for verification if:

- SEL approval stamp is visible
- Flyer remains within approved timeline
- Flyer has not been altered

Additional review may be required if approval markings are unclear or expired.

## **Sustainability Reminder: Think Before You Print**

Please consider sustainable printing practices by:

- printing only needed quantities (please be mindful of limited posting space)
- reviewing flyers before printing
- avoiding unnecessary reprints
- supplementing with digital promotion when appropriate

Thoughtful printing helps reduce waste while supporting effective campus communication.