**Internal Use Only**

**Date to be removed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FDA initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Keep/Remove (Circle one)**

**CAMPUS ACTIVITIES Flier/Banner and CATV APPROVAL REQUEST**

*Drop off between 8:30 -11:00 a.m.; pick up after 1:00 p.m. on the same day*

*Drop off between 1:00 - 4:30 p.m., pick up after 8:30 a.m. the next day*

***Post flyers on designated bulletin boards in buildings. Fliers/posters are not permitted in SLCC.***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request: Flier \_\_ Banner\_\_ CATV\_\_\_

Pick up by date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pick up by (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CATV: Yes \_\_ No\_\_\_ Flyer must be in JPEG ONLY. Video: 90 seconds maximum

Campus Activities Facebook (JPEG & Image Description required): Yes \_\_\_ No \_\_\_

CATV/Facebook: Send to CATV@gallaudet.edu

Banner : Must be in PDF or JPEG. Send to Cbanner@gallaudet.edu

**CAMPUS ACTIVITIES POSTER POLICY**

1. Please bring at least two (2) copies of either an 8.5” x 11” or 11” x 17” flyer for approval and to

Be stamped. One copy will be kept on file for 90 days, the second copy may be duplicated and

*distributed to approved posting locations* ***only. 10 additional copies may be submitted for***

***Gallaudet Campus Activities posting locations.***

***2.* Due to limited space in JSAC atrium, banners are permitted to be posted for up to two**

 **weeks. Priority is given to :**

 1. Student organizations

 2. Departments

 3. External groups

\*\*\* **Campus Activities staff will post banners.**\*\*\*

**3. Flyers are not permitted to be posted on plastic, vinyl, wood, painted surfaces, windows, glass doors in**

 **outside the building.**

**4. Posters must be removed within 24 hours after the event/activity.**

**5. Your flyer will only be approved if the group/individual sponsor is noted on the flyer.**

**6. Request for accommodations with a deadline must be noted in the flier.**

**7. All rooms/events must be reserved/approved prior approval.**

**8. Any form of advertisements may be placed in the residence halls with the approval of the CRE**

**9. Posters/announcements with obscene language or pictures, alcohol, sexism, or discrimination will**

 **not be approved.**

**10. Information on banner policies for student organizations can be found in the Campus Activities website.**

 **Updated: August 1, ‘19**