

# **Club Advertising**

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## **Flyers in the University Center**

Flyers may only be posted in designated spaces. A club must first get approval from the University Center Information Desk before posting flyers. The Information Desk also has a list of the designated spaces for flyers.

Flyers are removed on the 1st and 3rd Fridays of each month. Remember this before hanging them up

### **Rules for Posting:**

- Flyers must have 3 points of contact. This can be a person's name, phone number, email (club or personal), a social media handle, a QR code (to MLC event, club discord, etc)
- Club must receive a stamp approval from the UC Info Desk
- Flyers may only be posted on designated bulletin boards
- Flyers may NOT be posted on walls, windows or in the bathrooms

## **Commode Chronicles**

The Commode Chronicles are the advertisements in the restroom stalls. These advertisements are run by Auxiliary Services

To submit an advertisement to the Commode Chronicles, check their website for more information and submission deadlines. Below are the guidelines:

- Dimensions: 2.5" W x 4.5" H
- Preferred file size: 750 x 1350 px
- Send your ad to [commode@uccs.edu](mailto:commode@uccs.edu) with the following information:
  - Contact name (add student, staff, faculty)
  - Contact email address
  - Your final ad

## Copies

Clubs can receive up to 30 copies a week for any club related needs

- This can include:
  - Agendas
  - Flyers
  - Handouts
  - Meeting supplies

Copies will be Black and White, but we do have colored paper to print on.

To get copies please come to the office (UC 102) or email [clubs@uccs.edu](mailto:clubs@uccs.edu)

We will place the copies in the Club Pick Up box (outside UC 102F) if you are not here at the time they are printed.

## Banana boards

Clubs can reserve a banana board through the Equipment Check Out Form on MLC.

Reserved boards can be picked up at the Student Life & Leadership office. Clubs can request up to 2 boards for up to 2 weeks at a time.

Student Life & Leadership has poster making materials, or you can get posters printed at the UCCS Copy Center.

## Club Chalking

To chalk on campus, please fill out the Club Chalking MLC form. The form is subject to review

- Information required for chalking form:
  - Requested location
  - Message to be displayed
  - Requested start and end date

Chalking may be done no more than 7 days in advance of event and must be cleaned up within 24 hours of event end date

Chalking may only be done on sidewalks.

Chalking cannot be done in parking lots, roads, on brick or pavers (ie- Upper/ Lower Plaza), on vertical surfaces (ie- buildings, doors, windows) or stairs

Student Life & Leadership has chalk for clubs to borrow