

Club & Org Advertising

Flyers

University Center

Flyers may only be posted in designated spaces. A club or organization 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 and organizations **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.

Residence Halls

Summit Village and the Village at Alpine Valley are areas that differ from the rest of the university in that they are home for the resident students.

All bulletin boards, public spaces, and mailboxes within any student residential facility are subject to the posting guidelines described below.

Any restrictions placed on posting in residential areas are done so to maintain a safe and clean atmosphere.

Rules for Posting

Residence Life and Housing staff members must approve and post all flyers and posters within the on-campus residence halls and apartments.

For club, organization, or department flyers, they should clearly identify:

- Group name
- Contact person
- UCCS email contact (non-UCCS email addresses will not be accepted)

Posting Do's:

- provide 55 flyers
- 8.5x11 in size or smaller preferred - no flyers larger than 11x17
- drop flyers off at the La Plata and/or Monarch front desks
- post to cork boards in Monarch, La Plata, and Cucharas lobbies as those areas are accessible 8am-5pm weekdays

Residents can post on their own suite doors without prior approval.

Posting Don'ts:

- no posting on windows, including those in doors
- no advertisements for businesses or services including but not limited to pet sitting, personal grooming, or tutoring
- no materials may be posted that advertise the use or sale of alcohol, marijuana, or any illegal substances
- no materials can be posted that are deemed by Residence Life and Housing staff as offensive to the village community
- no going into the residence halls or apartments to post flyers yourself

Materials advertising housing rentals can be taken to the University Center as long as they meet UC posting guidelines.

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** with the following information:
 - Contact name (add student, staff, faculty)
 - Contact email address
 - Your final ad

Copies

Clubs and organizations 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**

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 / A-Frames / Sandwich Boards

Clubs and organizations can reserve a banana board/a-frame/sandwich board through the Student Life & Leadership Equipment Check Out Form on MLC. Reserved boards can be picked up at the Student Life & Leadership Lounge. Clubs and organizations 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.

Chalking

To chalk on campus, please fill out the Club and Organization Chalking Request form on MLC. 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 (i.e., Upper/ Lower Plaza), on vertical surfaces (ie- buildings, doors, windows) or stairs. Student Life & Leadership has chalk for clubs and organizations to borrow.

Brand Guidelines

Clubs and organizations are not permitted to be named “UCCS [club/org name],” although “[club/org name] at UCCS” is permitted. Club sports are excluded from this policy.

Clubs and organizations may NOT use the following logos or treatments in their advertising without permission from the University brand office:



Clubs and organizations may implicitly reference their affiliation with UCCS through use of university colors:

CU Gold, HEX: CFB87C	
CU Black, HEX: 000000	
CU Dark Gray, HEX: 565A5C	
CU Light Gray, HEX: A2A4A3	

For more information visit:

- Brand.uccs.edu
- Auxmarketing.uccs.edu

Dimensions to Know:

Banana Board: 24in x 36in

Flyer: 8.5in x 11in

Tabloids: 11in x 17in

Commode Chronicles: 2.5in x 4.5in

MLC Event Cover Photo: 1.67in x 1in