

HOW TO DISTRIBUTE PUBLICITY MATERIALS TO THE EMU CAMPUS 2018 FALL

Rules:

- a. No flyer or poster larger than 11x17 inches should be posted.
- b. If the announcement is sponsored by an EMU department or office, the name of that office and contact information should appear on the print piece.
- c. If the announcement is sponsored by an EMU-recognized club, the name of that club, its advisor's name, and contact information should appear on the print piece.
- d. *All other* posters and flyers must be approved at the Student Life Office and posted by Student Life work-study students on appropriate boards according to guidelines below.
- e. Posters for external parties may endorse events, but the EMU mailroom will not distribute anything to promote for-profit businesses.
- f. EMU offices, departments and organizations are free to follow the guidelines below & do their own posting; please follow these guidelines.
- g. Any posted announcement that does not comply with these guidelines will be removed and recycled.
- h. All requests for participation in research (example: surveys) must be cleared by the Student Life Office and Institutional Research to meet *human subject review* standards. This includes internal parties such as student class projects, clubs & orgs and departments.

For placement of EMU information post at the following locations:

---6 for the *Residence Hall main lounges (NOT RELEVANT FOR SUMMERS)*

Write the name of the Residence Director and "Please Post" on the back of the poster.

Put in campus mail to: **Sarah Defnall, Scott Eyre, Carissa Luginbill,**

Beth Godbold, Tyler Goss, and Oksana Kittrell.

---2 for the *Campus Center* stairwells

---1 for *Commuter Lounge*

---1 for *Roselawn* stairwell

---1 for *University Commons* hallway next to bookstore (boards facing the track and student life office)

---1 for *University Commons* hallway next to the main East entrance (facing Northlawn, near the track)

---1 for *University Commons* west stairwell (between entrance facing Northlawn and the track)

---1 to *Library Main Desk*

Write the name of "Bonnie Bowser" on the back and put in campus mail.

---1 to *Pioneer Food Services*, for cafeteria entrance board

(RESERVED for Pioneer Catering & general off-campus information)

Write the name of "Bruce Emmerson, Pioneer Food Services" on the back and put in campus mail.

---1 to *Science Center*

Write the name of "Diane Farrar" on the back and put in campus mail.

---1 to *Seminary Building*

Write the name of "Emily North" on the back and put in the campus mail.

---1 to *Intensive English Program*

Write the name of "Kathleen Roth" on the back and put in the campus mail.

---1 to *Lehman Auditorium*

Write "Music Department" on the back and put in campus mail.

---31 to the **Residence Hall floors**, depending on the year (NOT RELEVANT FOR SUMMERS)

Write the name of the CA (Community Advisor) for each floor on the back of the poster.

Keep in *alphabetical* order and take to mail room to place in mailboxes (see below).

Fall 2018 Community Advisors

To distribute APPROVED publicity, write name of person on back of flyer and take to mail room to place in mailboxes.

Justice Allen
Silas Clymer
Elizabeth Dagliano
Bailey Hall
Dwayne Hill
Lindsey Histan
Aaron Horst
Amanda Jasper
Jakya Jones
Spencer Laitinen
Anisa Leonard
Skylar List

Donaldo Lleshi
Olivia Mbualungu
Capril Mirarchi
TyJuan Nelson
Justin Odom
Emma Pirrung
Ruth Reimer-Berg
Sarah Ressler
Kayla Sauder
Karissa Sauder
Rachel Sauder
Addison Shenk

Zach Shifflett
Phoebe Swe
Matt Troyer
Richard Vo
Tessa Waidelich
Kyle Wilkinson
DJ Williams