



Student Affairs
Student Center Operations

Student Center Operations
Howard Gittis Student Center
1755 N. 13th Street, Suite 219M
215.204.7131 (P), 215.204.1846 (F)

FLYER POSTING POLICY

Temple University Students | Student Organizations | Departments

Flyer guidelines:

1. The name of the sponsoring organization, student or department must be clearly stated on the flyer.
2. If advertising an event the date and location must be clearly stated on the flyer.
3. If the advertised event is being held in the Student Center the flyer must state either **Student Center, Howard Gittis Student Center or HGSC** as the location with the reserved room number clearly marked.
4. Temple students with personal flyers must include their full name and TU email as contact information.
5. Flyers advertising a study sanctioned by a Temple University college/school must include the name of the college/school within the flyer.
6. Members of the Fraternity and Sorority Life community must obtain approval for any recruitment related flyers from the Fraternity and Sorority Life Program Coordinator.
7. QR code contents must meet University standards and be disclosed to SCO staff at time of approval.
8. Flyers written in a language other than English must also submit a translated English copy for approval.
9. Any use of Temple trademarks must comply with the Trademark Licensing policy and follow Temple University branding guidelines:
 - a) The Temple T cannot be used as part of a word or to create a new logo.
 - b) No changes may be made to Temple University logos (including color changes).
10. Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those with sexual or other explicit content are prohibited.
11. Flyers promoting anything in violation of Temple University policies and procedures or advertising that promotes illegal activities or illegal content will not be approved.

Flyer approval and posting:

1. All flyers to be posted on University property must be approved and stamped by Student Center Operations. Approvals may be obtained Monday-Friday 8:30am-5:00pm in **Suite 219M** in the Student Center.
2. Please bring **at least two (2) copies** of either an **8.5" x 11"** or **11" x 17"** flyer for approval. Once stamped, we will return one copy that may be used for duplication and distribution and keep the 2nd copy for our files.
3. Flyers are posted on a first come, first serve basis, will be posted within 3 business days of approval (*space permitting*), and have a maximum 2 week posting period.
4. Flyers may only be posted in approved posting locations*. Flyers posted in violation of this policy will be removed and may result in a charge for damages. Posting on walls, doors, windows, trees or poles is strictly prohibited.

By providing the information below you are agreeing to comply with this policy.

Name: _____ Date: _____

Organization/Dept: _____

TU email or Organization email: _____

Signature _____

* listing available on Student Center website: studentcenter.temple.edu or in Suite 219M in the Student Center.

Internal Use Only	
Date to be removed	_____
#Flyers left with SCO	_____ OSS Initials _____
QR code content approved?	___yes ___no