



Flyer Approval Guidelines

Thank you for reaching out to HRE! We're happy to assist our students and DU Community Members spread the word of their events to our residential communities. We accept marketing whose language and message are in line with SAIE's policy for Acceptable Marketing Content, outlined below:

Acceptable Marketing Content:

- Announcements relating to significant student or faculty/staff achievements, awards, and accomplishments, or results of academic competitions (congratulatory listing of winners).
- Event information for upcoming activities sponsored or coordinated by University of Denver departments, student organizations, and recognized alumni.
- Event information for activities to be held in or at University of Denver, the Commons, or within a residential community, but hosted or sponsored by an unaffiliated approved organization.
- Changes in timing or location of regularly scheduled classroom activities or special events.
- Upcoming deadline information for nominations, scholarship applications, event reservations, etc., for approved programs.
- Information on new programs, courses, or services available to students or faculty.

Flyer Approval and Distribution Process

1. **Design your flyers.** We recommend ensuring information regarding the who, what, where, when, and how of the event/program.
 - a. Determine your audience. We recommend considering factors such as location and specific student groups (LLCs, Class Year, etc.)
2. **Print out the total number of flyers needed.** In the table below, you will find HRE's recommended number by residential community.
3. **Deliver your flyers for distribution.**
 - a. You may drop off flyers at our Central Office in Dimond Family Residential Village (DFRV) P112.
 - b. Flyers are accepted at any time but disseminated to staff for distribution on Tuesday morning. HRE will reasonably ensure that flyers delivered by **Monday 12:00 pm** will be posted by Wednesday of the same week. All marketing materials delivered after this deadline will be held until the following week.

Locations

Residence Halls (7)	Recommended # of Flyers	Note: Please visit Places to Live for the student populations for each area.
Dimond Family Residential Village (DFRV)	16	
Centennial Halls	20	
Johnson-McFarlane Hall (JMac)	14	
Nelson & Nagel	25	
Centennial Towers	8	
Apartments	15	