



BUILDING FLIER DISTRIBUTION AND SUBMISSION GUIDELINES

Locations for fliers in the CEC include the bulletin board and the digital signage monitor. Please submit your flier to Robyn Loos by email at rloos@unomaha.edu or drop off a physical copy to CEC 126G.

FLIER CONTENT

The bulletin board and the digital signage monitor are designated for community engagement focused fliers that promote events, programs, collaborations, and initiatives. We prioritize fliers by the following groups and subject to space available.

*BULLETIN BOARD (First Floor Vending Area, Paper Only)

- CEC building partner fliers for events in the building or elsewhere on UNO's campus
- UNO and external community organization fliers for events in the CEC
- Fliers that promote CEC building partner events off campus
- UNO fliers that promote activities and initiatives at other locations on campus

*DIGITAL SIGNAGE (First Floor Union Pacific Atrium, PDF Only)

- CEC building partner fliers for events in the building or elsewhere on UNO's campus
 - UNO and external community organization fliers for events in the building
 - Fliers that promote CEC building partner events off campus
 - UNO fliers that promote community engagement on campus
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PAPER AND DIGITAL FLIERS

Please submit your flier at least 14 business days in advance, with the following document sizing in mind.

- **Paper fliers** should be no larger than 8.5 inches wide/tall by 11 inches tall/wide
- Document/file sizes for **digital fliers** should be sized at **1740 pixels high by 1080 pixels wide in portrait orientation**

Please note that it may take us up to 3 business days to post a flier.

**RIGHT TO REFUSE: The University of Nebraska at Omaha (UNO) and the Barbara Weitz Community Engagement Center (CEC) reserves the right to refuse materials that fail to comply with the policies of UNO and the CEC. Policies include but are not limited to the University of Nebraska Memorandum on Copyright Law and Compliance, Student Involvement Approval Stamp, and University Communications Branding and Writing Style Guidelines. Unless otherwise clearly stated, any views or opinions expressed as part of events at CEC should not be viewed as endorsements by UNO and do not reflect the official position of UNO or the University of Nebraska system. Please also be aware, the responsibility for any changes to events held at the CEC, including cancellation, lie solely with the event organizer and not UNO or the CEC. Additionally in the event of excessive submissions, content may be limited to one display location.*

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