BUILDING FLEIER DISTRIBUTION AND SUBMISSION GUIDELINES

The placement of fliers beyond the bulletin board in the Weitz CEC is not allowed. Fliers found elsewhere will be removed.

BULLETIN BOARD
The bulletin board is designated for community engagement focused fliers that promote events, programs, and initiatives sponsored by the UNO community and Weitz CEC building partner organizations. Community organizations hosting a special or public event in the building may also submit a flier to be reviewed. Located in the vending area, the bulletin board is accessible from the first floor East hall or through the Lower Commons Lounge. There are two different priority levels of fliers submitted:

PRIORITY ONE
UNO and Weitz CEC building partner organizations materials promoting community engagement activities that include free public events, educational opportunities, community dialogues, volunteerism, and service learning activities within the building, as a collaboration with UNO that will take place on campus.

PRIORITY TWO
Community organizations materials promoting community engagement activities that include free public events, educational opportunities, community dialogues, volunteerism, and service learning activities within the building, as a collaboration with UNO that will take place on campus.

SUBMISSION GUIDELINES
Submit your flier to Robyn Loos by email at rloos@unomaha.edu or drop off a physical copy to the Weitz CEC Management Offices, Suite 115. Fliers should be submitted at least 14 business days in advance, and no larger than 8.5 inches wide/tall by 11 inches tall/wide. It may take up to 3 business days for a flier to be posted.

RIGHT TO REFUSE
UNO and the Weitz CEC reserves the right to refuse materials that fail to comply with the policies of Weitz CEC and UNO. These 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 the Barbara Weitz Community Engagement Center (Weitz CEC) should not be viewed as endorsements by the University of Nebraska at Omaha (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 Weitz CEC, including cancellation, lie solely with the event organizer and not UNO or the Weitz CEC.

Barbara Weitz Community Engagement Center | 6001 Dodge Street, Omaha, NE 68182 | 402.554.6000 | weitzcec.unomaha.edu