



# BUILDING FLIER DISTRIBUTION AND SUBMISSION GUIDELINES

Locations for fliers in the CEC include the bulletin board and the digital signage monitor.

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.

Fliers should be in JPEG/PDF format, and we encourage you to submit your flier(s) at least 14 business days in advance from the event or date promoted on the flier(s). Please note that it may take us up to 3 business days to post a flier. Student organization fliers should follow the information provided on the [Student Success Advertising website](#).

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## **BULLETIN BOARD** (First Floor Vending Area)

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

Please drop off paper fliers to Robyn Loos in CEC Suite 115.

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## **DIGITAL SIGNAGE** (First Floor Union Pacific Atrium)

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- CEC building partner fliers for events in the building or elsewhere on UNO's campus
- Fliers that promote events taking place in the CEC
- Fliers that promote CEC building partner events off campus
- Campus-wide fliers required and/or prioritized by campus

Please submit digital fliers via email to Robyn Loos at [rloos@unomaha.edu](mailto:rloos@unomaha.edu).

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