

Posting Flyers, Emails, TV postings/Advertising Events in the Residence Halls

Regarding the posting of flyers and email distribution through CDs or RAs in the Residence Halls, Associated Student's Organizations and other USD Departments and Organizations can request authorization for posting flyers or email distribution in the residence halls by:

Please know that in an effort to support sustainable efforts on campus, Residential Life is moving away from the posting of paper flyers and moving toward posting of event information on our TV Informational Screens located in Mission Crossroad and the Alcala Vistas.

- 1) For postings on our TV Informational Screens, forward the exact copy of the flyer (PDF) to the attention of Irene Bubnack (ibubanck@sandiego.edu). It will be submitted for approval (we must have one week for the approval process and other week for posting on the TVs).
- 2) For posting of paper flyers forward the exact copy of the flyer or email to the attention of Irene Bubnack (ibubanck@sandiego.edu) for approval. It will be submitted for approval (we must have one week for the approval process and other week for posting in the halls). After the flyer has been approved, the AS group/USD Department or Organization can move forward with having them printed, divided & labeled (exact instructions and numbers will be given with approval) and delivered to the Housing Office in Mission Crossroads.

Please remember to be realistic and submit your posting (either electronic or paper) for approval two weeks before you would like them to be posted (as they will go through the above steps). It's very sad to see paper flyers arrive a few days before the event ... that we know realistically will not be posted prior to the event and thus become a waste of paper, expense and time.

Thank you and we look forward to being able to assist with your successful student program.