

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 Government and other USD Departments and Organizations can request authorization for posting flyers or email distribution in the residence halls by following the below procedures.

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 Mata'yuum Crossroads (lower and upper levels) and the Alcalá Vistas.

- 1) For postings on our TV Informational Screens, forward the exact copy of the flyer or email to the attention of Sydney Pidgeon (spidgeon@sandiego.edu) for approval. 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 Sydney Pidgeon (spidgeon@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 ASG 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.
- 3) Emails – forward the exact copy of the flyer or email to the attention of Sydney Pidgeon (spidgeon@sandiego.edu) for approval. It will be submitted for approval (we must have one week for the approval process and other week for submission to intended audience). After the email has been approved, the email will be forwarded to the appropriate Associate Director(s) for a coordinated date of delivery amongst their CDs & or RAs with their next weekly email distribution.

Please remember to submit your posting (either electronic, paper, or email) for approval two weeks before you would like them to be posted. We want to ensure that the resources put into creating and posting these flyers is put to good use, so please plan accordingly with any requests.

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