

**- FLYERS MUST BE APPROVED, STAMPED & POSTED  
BY STUDENT ACTIVITIES OFFICE ONLY-  
FLYERS MUST HAVE THE FOLLOWING INFORMATION:**

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- **NAME**  
Name and Title of event.
- **DATE**  
Date of event.
- **TIME**  
Time event begins and ends, please list a.m. or p.m.
- **LOCATION**  
Please list location, address, room #, etc.
- **SIGN UP**  
Do students need to sign up before the event? If yes where?
- **CLUB/DEPARTMENT**  
What department/club is sponsoring event.
- **CERTIFICATE and/or PRIZES**  
Do they receive anything for attending?
- **ADDITIONAL INFORMATION**  
Any additional information students may need to know.
- **CHECK SPELLING**  
Proof read and spell check all info.
- **5 ½ x 8 ½ size ONLY**  
For directions on how to create a half-size flyer: <http://hd.genesee.edu>  
Any exceptions must be approved by Cliff Scutella, Director of Student Activities.
- **9 FLYERS**  
Student Activities will accept **9** flyers.
  - 1 for the Event Binder (under the Flyers tab)
  - 8 for the campus bulletin boards
- **NON-GCC EVENT FLYERS**  
For non-GCC events we can only accept **1** flyer which will be posted on the cafeteria board.
- **Please note:** We are no longer accepting flyers for our Student Union Table Tents!
- **College Village Flyers can be sent DIRECTLY to College Village through inner office mail.** They will accept **114 - ½ page** flyers which will be put up on the resident's doors. If you have any questions – please contact them directly at (585) 343-0163.
- **Please allow 24 – 48 hours for posting flyers. We will post them in the order they are received and remain on the boards until the event is over.**