

STUDENT LED EVENTS

Event Advertising Opportunities



Flyer Approval:

All flyers must be University Student Affairs (USA) approved and stamped before they can be posted on campus:

- ◇ To receive a stamp of approval* e-mail your flyer to USA at studentaffairs@westernu.edu or drop it off in SSC Room #101
- ◇ Receive approval before printing multiple copies, it will save you money!

TIPS:

- ◇ Use only approved WesternU logos
- ◇ Use the University name properly:
 - ◇ WesternU
 - ◇ Western University of Health Sciences
- ◇ Remember to include: Who, What, Where, When & Why
- ◇ If selling tickets include how, when & where to buy
- ◇ Always include your contact information (e.g. club's e-mail address)
- ◇ Make sure you have permission to use an affiliate's name/brand before using (e.g. Starbucks or VBMA)

Where To Post:

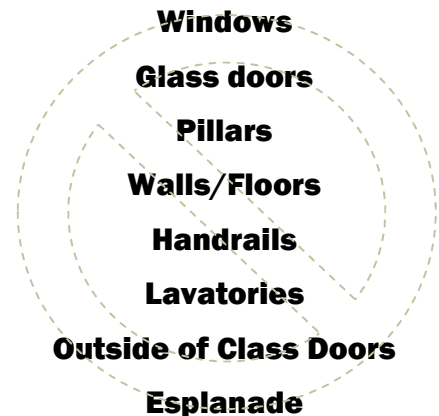
In The Following Buildings:

- ◇ Banfield Clinical Center
- ◇ Health Education Center
- ◇ Health Professions Center
- ◇ Veterinary Medical Center
- ◇ Health Sciences Center
- ◇ University Research Center
- ◇ Nursing Science Center

[View Campus Map](#)

**On Bulletin Boards,
Inside Classroom Doors &
On Easels Borrowed From
University Student Affairs**

Where NOT* To Post:



***FLYERS WILL BE REMOVED IF HUNG INAPPROPRIATELY OR NOT STAMPED**

IN ADDITION TO POSTING FLYERS ON CAMPUS YOU CAN ADVERTISE YOUR EVENT ON:

Forum	Contact	Notes
Events Calendar	Joyce Hutson (jhutson@westernu.edu) ♦ 909-469-5605	Automatically posted when you reserve a location on campus
Club/Class E-mail Account	Ask officers with access	Refer to student leader handbook! Only two e-mails per event. Remember to include faculty, staff & admin.
Academic Progress Portal	Speak to your class officers	
WesternU This Week	Rodney Tanaka (rtanaka@westernu.edu) ♦ 909-469-5402	Submit by 2:00 pm Fri. (published on Mon.)