



STUDENT LED EVENTS

Event Advertising Opportunities

Flyer Approval:

All flyers must be COMP-Northwest Student Affairs approved and stamped before they can be posted on campus:

- ◇ To receive a stamp of approval* e-mail your flyer to studentaffairsOR@westernu.edu or drop it off in Room 252.
- ◇ Receive approval before printing multiple copies, it will save you money!

TIPS:

- ◇ Use only approved WesternU logos
E-mail studentaffairsOR@westernu.edu for a logo
[Click here](#) to view the University's Graphics & Standards
- ◇ Use the University name properly and in the correct font (New Baskerville): WesternU -OR- Western University of Health Sciences
- ◇ Remember to include: Who, What, Where, When & Why
- ◇ Always include your contact information (e.g. club's e-mail address)
- ◇ If selling tickets include how, when & where to buy
- ◇ Make sure you have permission to use an affiliate's name/brand before using (e.g. Starbucks or Samaritan Health Services)

Where To Post:

- On Bulletin Boards**
- Inside Classroom Doors**
- Other Areas as Approved by Director of Student Affairs**
- Electronically- On COMP-Northwest's Digital Signage Displays**

Where NOT* To Post:

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- Windows**
 - Glass doors**
 - Pillars**
 - Walls/Floors**
 - Handrails**
 - Lavatories**
 - Outside of Class Doors**

*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 or Digital Signage	COMP-Northwest Student Affairs ♦ 541-259-0209	Automatically posted when you reserve a location on campus via: https://webapp.westernu.edu/sga_formor/room.php
Monday Mail	University Student Affairs ♦ 909-469-8406	For all campus-wide advertising of student-led events: http://www.westernu.edu/students-or/event-advertising/
Club/Class E-mail Account	Ask officers with access	Refer to student leader handbook!
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.)