

Checklist Before Posting a Flier

(1) Is your flier Complete?

- a. Event Fliers must include this notice:
To request a disability-related accommodation or wheelchair access information, please contact Accessibility Services, at phone: (972) 721-4109 or email: jcole@udallas.edu, preferably at least a week in advance of the event. You can also find more information at udallas.edu/accessibility.
- b. UD logos must come from the approved style guide. Logos are available for download at <https://udallas.imagerelay.com/fl/9d49d53a7bb34de2b8330ef2a5f72254>

(2) What approval is needed? The table below indicates the person to contact based on where you wish to post the flier.

Location	Approval Contact	Rules
Haggar Student Center	studentaffairs@udallas.edu , Office of Student Affairs	Signs may be posted by individuals subject to rules in the Sign Posting Policy
Other non-residential buildings: Blakley, Braniff, Catherine, Gorman, Haggerty Art Village, Haggerty Science Center	No prior approval required	Signs may be posted by individuals subject to rules in the Sign Posting Policy
SB Hall	jhcopeland@udallas.edu , Office of the Dean of the Satish & Yasmin Gupta College of Business	The Deans office will post all approved fliers. No individuals may post fliers on their own.
Cardinal Farrell Hall	provost@udallas.edu , Office of the Provost	The Provost office will post all approved fliers. No individuals may post fliers on their own.
Church of the Incarnation	kbless@udallas.edu , Office of the University Chaplain	The Chaplain’s office will post all approved fliers. No individuals may post fliers on their own.
Residential Buildings	studentaffairs@udallas.edu , Office of Student Affairs	Signs may be posted by individuals subject to rules in the Sign Posting Policy.
All other campus locations not previously mentioned	provost@udallas.edu , Office of the Provost	The Provost office will provide guidance when communicating flier approval.