Approval Process for Posters and Postings

*Allow at least one week prior to posting window for approval process

**Posting window is 2 weeks prior to event

Step 1 Review Posting Policy

Step 2 Design posting based on policy specifications

Step 3 Submit posting to Student Activities Office

Step 4 Receive approval

Goal – Hang postings at approved locations!

Policy can be found online at https://woostercampuslife.cfaes.ohio-state.edu

Determine which modes of marketing you want and begin designing!!

Send via email to atistudentactivites@osu.edu

Flyers/table tents will need stamps once approved and printed.

Pick up stamped flyers/table tents and begin to advertise!