Checklist Befor Posting a Flier

(1) Is your flier Complet?
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
jcole@udallas.edu, preferably at least a week in advance of the event. You can also
-4109 or email:
find more information at udallas.edu/accessibility.
b. UD logos must come from the aproved style guide. Logos are available for
https://udallas.imagerelay.com/fl/9d49d53a7bb34de2b8330ef2a5f7254
download at
(2)
What aprovl is ned?
where you wish to post the flier. The table below indicates the person to contact based on

Habuildings:
Locatin Aproval Contac Rules
Blakley, Braniff,
Catherine, Gorman,
Haggerty Art Village,
Haggerty Science Center
SB Hall
No prior aproval required Signs may be posted by
individuals subject to rules
in the Sign Posting Policy
 jhcopeland@udallas.edu,
Office
Satish of the Dean of the
 & Yasmin Gupta
College of Business
The Deans office will post
all aproved fliers. No

e will
post all aproved fliers. No individuals may
Residential Buildings
 studentaffairs@udallas.edu,
Office of Student Affairs
Signs may be posted by
individuals subject to rules
in the Sign Posting Policy.
All
not previously mentioned
 other campus locations

provost@udallas.edu
of the Provost, Office

The Provost office will
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