



**Poster/Flyer Authorization Form**

Posters/Flyers regarding items or services for sale will NOT be approved per Hallmarks Solicitation Policy.



**All University of Illinois at Urbana-Champaign academic and administrative units as well as Housing student organizations need not complete this form. Posters/flyers are limited in size to 11x17.**

**Posters/flyers will be denied if:**

- Names of for-profit agencies/businesses is referenced on the posting, or direct solicitation is part of the event.
- Event/Meeting is at a location where alcohol may be served
- Location listing is ambiguous or not listed at all
- Flyer references an event that is by invitation only

All events with approved posters/flyers must be **open to all** Undergraduate Residence Hall students. For posting in a specific hall, the event must be open to **all** residents of that hall.

**Please complete the below information:**

Name of organization \_\_\_\_\_

Organization's e-mail address \_\_\_\_\_

Your name and cell phone number: \_\_\_\_\_

For approval, submit this request and 21 copies of the flyer you wish to distribute to 300 Clark Hall. Please call 217-333-0770 if you have any questions or concerns regarding the posting policy.

Due to space limitations, only 21 copies are allowed. In cases of multiple posters/flyers relating to the same topic, only a **combination of 21** is allowed.

All approved posters/flyers brought to 300 Clark before 11:00am, Monday through Friday, will be taken to the Area Offices by our mail runner on the next available courier run. Typically, you will see your poster/flyer hung in the halls in 3-5 days. Please allow enough time prior to your event to ensure that posters can be distributed before the event.

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**For Office Use Only**

Request approved by: \_\_\_\_\_

Request denied & reason: \_\_\_\_\_

Denied by: \_\_\_\_\_