

School of Management Policy

Posting Flyers/Posters

Digital is the preferred posting method.

To have your event considered for digital posting, visit mgt2.buffalo.edu/apps/mgtTVNotice/

Posting guidelines for paper flyers in the School of Management

- The School of Management must approve all flyers posted in Jacobs Management Center and Alfiero Center. We reserve the right to deny posting based on appropriateness, space or other considerations, and will give priority to School of Management flyers.
- Flyers and posters **may only be posted on approved boards** in the School of Management. Anything posted on walls/doors **will be removed**.
- The School of Management has four secure bulletin boards for posting materials. You may submit up to four flyers for a posting. (Number of flyers submitted determines number of sites used.)
- **Preferred** size is 8.5"x11." The *largest* size accepted for display is 8.5" x 14."
- Items are posted in weekly intervals from Monday morning to the following Monday.

Complete information below and attach form to copies for display, and submit to Mailroom in 119 Jacobs Management Center

Date of Monday for **WEEK ONE** _____

Enter **date of Monday** you wish the item displayed as **DAY ONE**.

Date of Monday for **WEEK TWO** _____

Enter date of Monday of the week for item to display additional week.

Monday following the date entered, items are removed beginning of business.

CONTACT INFORMATION required

Name: _____
(First and Last name) *(Department)*

Telephone: _____

Email: _____

Comments/Questions/Notes:
