



Office of Student Engagement



Napkin & Flyer Posting Procedures

Flyer Postings

- Flyers must be submitted **AT LEAST 10 DAYS** prior to your event date
- A single flyer must be presented to a Hub staff for approval **BEFORE** copies are made
- 17 copies of your flyer will be made by Hub staff and distributed
- You may distribute flyers on your own, but you can **ONLY** post flyers on designated bulletin areas around campus due to University policies (visit the Hub for designated areas)
- Flyers are only posted on **TUESDAY'S** and **THURSDAY'S** of each week
- Include specific details about events (who, what, when , where, why)
- Use large readable font
- Check out [Canva.com](https://www.canva.com) to make great looking flyers (user friendly)

Napkin Holders

- Utilize the Napkin Holder Template found on engage.sienaheights.edu website
- Email an electronic copy to Student Engagement Director
- Hub staff will make copies
- Napkin flyer must be submitted **AT LEAST 10 DAYS** prior to your event date
- Must be presented to a Hub staff for approval **BEFORE** copies are made
- Include specific details about events (who, what, when , where, why)

Questions? Contact the Office of Student Engagement in the University Center