**Flyer Approval Procedures**

**Approval Process**

1. Submit your flyer to [FlyerApproval@heritage.edu](mailto:FlyerApproval@heritage.edu) for approval.
2. Flyer Approval may take up to one week to review and approve your flyer.
3. If the flyer does not meet all *Flyer Policies*, it will be denied and returned for corrections.

**Flyer Policies**

* Include Who, What, When, Where
* Correct spelling and grammar

**Approved Flyers**

Once approved, your flyer will be:

1. Returned via email with the Flyer Approval Stamp
2. Added to the Heritage University Calendar
3. Advertised on the Student Life and SGA Facebook
4. Posted on the campus monitors.

**Flyer Advertising Policies**

* All flyers must have the Flyer Approval Stamp before advertising on campus.
* Flyers may only be posted on campus bulletin boards and campus monitors.
* Flyers posted on doors, walls, windows, etc will be removed and may affect your ability to have flyers approved in the future.