



MEMORANDUM

TO: Deans, Department Chairs, Directors, and Student Organization Presidents
FROM: Hillary Campos-Mathena, Assistant Director of Marketing and Assessment
DATE: August 2025
RE: University Housing Flier Posting Procedures

As in previous years, Illinois State University departments and Registered Student Organizations may continue to advertise in University Housing buildings for the 2025-26 academic year.

Flier requirements:

1. Relate to events, announcements, services, or activities sponsored and sanctioned by Illinois State University or one of its departments or registered student organizations.
2. Does not contain references to alcohol, tobacco, vaping, cannabis, illicit drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale, use, or promotion of alcohol, tobacco, or other drugs.
3. Does not contain profanity.
4. Printed on recycled paper and includes the recycling logo.
5. Contains the following statement for an event, whether in person or virtual:
"If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation."
6. Does not exceed 400 square inches.

Posting policies & procedures:

1. It is recommended that you have fliers approved prior to printing. This may be done via an email to Hillary Campos-Mathena at hecampo@IllinoisState.edu.
2. 19 fliers are to be brought to the Office of Residential Life building on University St.
3. University Housing staff will then distribute the fliers to University Housing buildings and post them in lobbies only.
4. Fliers will be posted for one week. University Housing Services is not responsible for items that are torn down or removed prematurely.
5. Please note, placing or suspending signs, banners, ornaments, or other materials on the exterior of university buildings or structures is prohibited. Materials found in violation of any of the requirements will be removed and recycled. Any group or individual found in violation of the guidelines may be held financially responsible for the removal of the posting and for any damages caused by posting such material and may be referred to Student Conduct.

University Housing Services will no longer distribute mailbox stuffers. Instead, we're happy to share your content on our digital signage across the residence halls. Campus Connections provides an opportunity for university departments and Registered Student Organizations (RSOs) to share information, such as events or promotions, with a large campus audience. Campus Connections runs continually on televisions in the lobbies of our residence halls and Cardinal Court. Please ensure that digital signage slides measure 1654 pixels wide by 982 pixels high (landscape). You may send digital signage slides to Hillary Campos-Mathena at hecampo@IllinoisState.edu.

Posting policies and procedures can also be found at: Housing.IllinoisState.edu/About/Policies/
Please contact Hillary Campos-Mathena at hecampo@IllinoisState.edu or (309) 438-8892 with any questions.