

OFFICE OF STUDENT ENGAGEMENT AND CONNECTIONS

Flyers

Student organizations can bring their flyers to the Office of Student Engagement & Connections (Student Union, room 1512) for guidance on marketing best practices. Students can then post flyers on designated boards in the Student Union or bring them to OSEC for posting.

There are several posting guidelines that must be adhered to by organizations:

- Flyers may only be placed in designated locations. Flyers may be placed only on bulletin boards that are marked as public or free speech board (a map identify such boards is linked below).
- All flyers or postings must clearly identify the student, student group or student organization placing the posting and the date of the posting.
- Flyers are limited to three (3) per student, student group or student organization on each bulletin board. Flyers may not exceed 11" x 17".
- A flyer may not cover or obstruct another organization's flyer.
- All flyers will be removed from bulletin boards once the event date has passed.

Map of Student Union Bulletin Boards

For posting in residence halls, please take flyers to the Office of Residence Life located next to Ottawa West. Flyers will be reviewed by the Assistant Director of Residential Marketing and Housing and then given to hall directors to post. Reach out to Residence Life at 419.530.2941 or ResidenceLife@utoledo.edu with additional questions. Flyer counts for each hall are listed below. Count out each per hall/house, paper clip, and label with a note on each stack before taking to Ottawa West.

(Swipe horizontally to scroll the table.)

McComas Village	15
Ottawa House	19

Parks Tower	30
Presidents Hall	21
TOTAL	115

Your flyers may be posted on bulletin boards in other buildings on campus as well. Please check with the office closest to the bulletin board you are looking to post on for their guidelines and procedures for posting.



© 2026 THE UNIVERSITY OF TOLEDO • 2801 W. Bancroft St. • Toledo, OH 43606 • 800.586.5336