

ALL PUBLICITY MUST BE APPROVED BEFORE YOUR EVENT

By the Clubs Office or the MultiCultural Center

Clubs or A.S. Programs receiving either a Clubs & Activities grant or Cultural Programming grant must have all of their event publicity reviewed and approved by the appropriate office **BEFORE** posting. **Note: the cost for publicity that has not been reviewed/approved before your event cannot not be reimbursed from your event grant.**

All publicity must comply with the following policies:

- Any promotional materials, print, email, listserv – printed or sent out, needs **the AS logo to be clearly represented and prominently displayed**. This includes programs and events funded by the ACB/MCC Allocation Board. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.

- Student With Disabilities Information** – include the following statement in your publicity and flyers:

“This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact: (list your club name, club representative, and full email address and/or phone contact number). Please request accommodations at least two weeks prior to the event”.

(Club or A.S. Program keeps this portion)

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PUBLICITY APPROVAL FORM

Club Name _____

Event _____

Club Contact Person: _____ Email _____

The above listed club or A.S. Program has reviewed the publicity policies and has complied with the following:

AS Logo _____ Sponsoring Organization _____ Accessibility Statement _____

Approved by _____

Date _____ Clubs & Activities Office _____ MultiCultural Center

(Clubs & Activities Office OR MultiCultural Center keeps this portion)