

Department of Music Flyer and Poster Protocol

The updated protocols are coming off the heels of many university changes that occurred during the pandemic. The rationale to updating the department of music flyers and/or posters is to keep with proper university branding requirements and increase the professionalism of the department as seen and viewed by any visitors brought to campus by our events and activities. The Department of Music flyer and poster protocol applies to all faculty, staff, and students.

Below is a link to a DropBox folder with template files for posters and flyers. Each file has four templates within it that were created by the University Communications department specifically for our use.

<https://www.dropbox.com/sh/nai9mje10o9uorr/AACRpSvxcULafDcf-1AGMPsca?dl=0>

A few notes about the templates:

- The design and photos have been approved by the university. Only professional visuals may be used to replace photos in the templates. The university brand is quite simple, and we must follow this direction.
- The university has approved all fonts. Do not change font anywhere in the document. Size and color may be changed within reason. Colors must either match school colors or black.
- All branding and department of music information must remain. Club or fraternity names may be added at the bottom of the details section.
- These were designed for users to simply input the basic information of the event or activity and then send for approval.
- Choose one of the templates, input the event information, select print, and then save the selected page as PDF only. You will then have a single PDF of the flyer or poster that can be emailed to Melodee or Dr. Janert for approval.
- You are at liberty to share the templates with any department of music students or faculty.

All flyers and/or posters must use an approved template from University Communications and be approved no less than 10 days before the event or activity date by either Melodee or Dr. Janert. Those desiring printing by the university need to have their flyer and/or poster approved no less than 14 days prior to the event or activity and should go through Melodee.

Flyers and/or posters hung that do not use an approved University Communications template or have not been approved within the department of music by Melodee or Dr. Janert will be promptly removed, and responsible faculty notified.