

DOs and DON'Ts

*for hanging flyers, posters,
and other ads*



- All flyers and posters should look professional and creative.
- The Rule of Three: each computer-generated flyer or poster should be duplicated no more than 3 times. Any event or activity may only have 3 different flyers or posters on display.
- Flyers and posters must be hung on bulletin boards or horizontal cork strips along hallways. All other surfaces in the building are off-limits...
 - Nothing may be adhered to glass (glass windows, glass walls, glass doors, etc)
 - Masking tape is too weak to affix most materials to cinder block walls. No packaging tape, scotch tape, or duct tape may ever be used.
- All flyers and posters must be approved by the Assistant Head of School for Student Affairs before being displayed.
- Use the scrolling announcements on TV to share information about your activity or event, especially in the form of a PowerPoint slide. These slides should be sent to the staff of *Good Morning, Merion* via email: gmm@merion-mercy.com.
- Club moderators and student leaders are responsible for keeping bulletin boards up-to-date and taking down their advertisements when an event is over.