IU School of Liberal Arts at IUPUI
Slat wall Flier Display Policies

As a part of the lobby renovations in Cavanaugh Hall, Slat wall displays are now available in the 2nd and 3rd floor lobbies of Cavanaugh Hall for displaying Liberal Arts related fliers.

Who may post:
Liberal Arts staff, faculty and students

Priority:
Following Dean’s Office postings, announcements are posted on a first come/first serve basis

Types of announcements:

• Course descriptions for a future semester
• Upcoming events sponsored by a Liberal Arts department, program, center or student organization (dated items)
• On-going activities sponsored by a Liberal Arts department, program, center or student organization

Posting instructions:
To post an item, you may "reserve" an 8.5 x 11" plexiglass display sleeve (single copy-portrait or landscape orientation) or 11 x 17" plexiglass display sleeve (single copy-portrait orientation) or pocket (multiple copies for people to take-portrait orientation) from the Dean's Office.

Drop off your announcement/s in CA 441 or email them to libarts@iupui.edu with your request to post.

Posting timeframe:
If there is space available, your announcement will be up within 24 hours, with the exception of weekends and holidays. If there is no space available, your announcement will be posted as soon as an opening becomes available.

Event announcements should be provided to the Dean's Office at least one week in advance of the event. Once the date of the event is passed, the School will remove the sleeve and recycle the announcement/s.

Course announcements will be rotated out every other Friday in order to give equal exposure to multiple interests.

Tips and suggestions:
Microsoft Word and Publisher offer flyer templates to help dress up your announcements. A plain white flier will receive far fewer glances than one with graphics, color and visual appeal. Be creative!

Departments may wish to cluster courses on a single sheet to maximize exposure.

Submissions are accepted and posted at the discretion of the Liberal Arts Dean’s Office.