

BMCC Flyer Policy for Student Organizations

Borough of Manhattan Community College (BMCC) has established a posting policy for registered student organizations to promote their events in campus buildings. This policy outlines the guidelines that these organizations must follow when using flyers to advertise their events on the BMCC campus.

- Only registered student organizations may post flyers for approved events. To obtain approval to post on campus, organizations must submit their flyers to the Office of Student Activities (S230) for an official approval stamp.
- All flyers must be submitted to the Office of Student Activities (Room S230) for stamping prior to posting. Limit 25 flyers per event.
- All flyers must include the following information: the name of the club or, any co-sponsors (if applicable), the event title, the date and time of the event, and the location or registration information for virtual platforms (if applicable).
- Flyers are limited to college-related activities and events only. Printed flyers may only be placed on public bulletin boards within college buildings. It is prohibited to post flyers anywhere else, including but not limited to, on doors, walls, windows, pillars, or poles. Additionally, flyers must not cover or obstruct other notices.
- Student organizations wishing to display electronic flyers on the video monitors around campus for approved events may do so by emailing the materials to osa@bmcc.cuny.edu. Please note that formatting specifications may apply.
- Improperly posted flyers will be removed by college staff. Organizations are responsible for ensuring that their flyers are posted in accordance with these guidelines. Flyers must also be removed immediately after the event concludes.

For any questions regarding the posting policy or for assistance with promoting your event, please contact the Office of Student Activities (S230) at osa@bmcc.cuny.edu.